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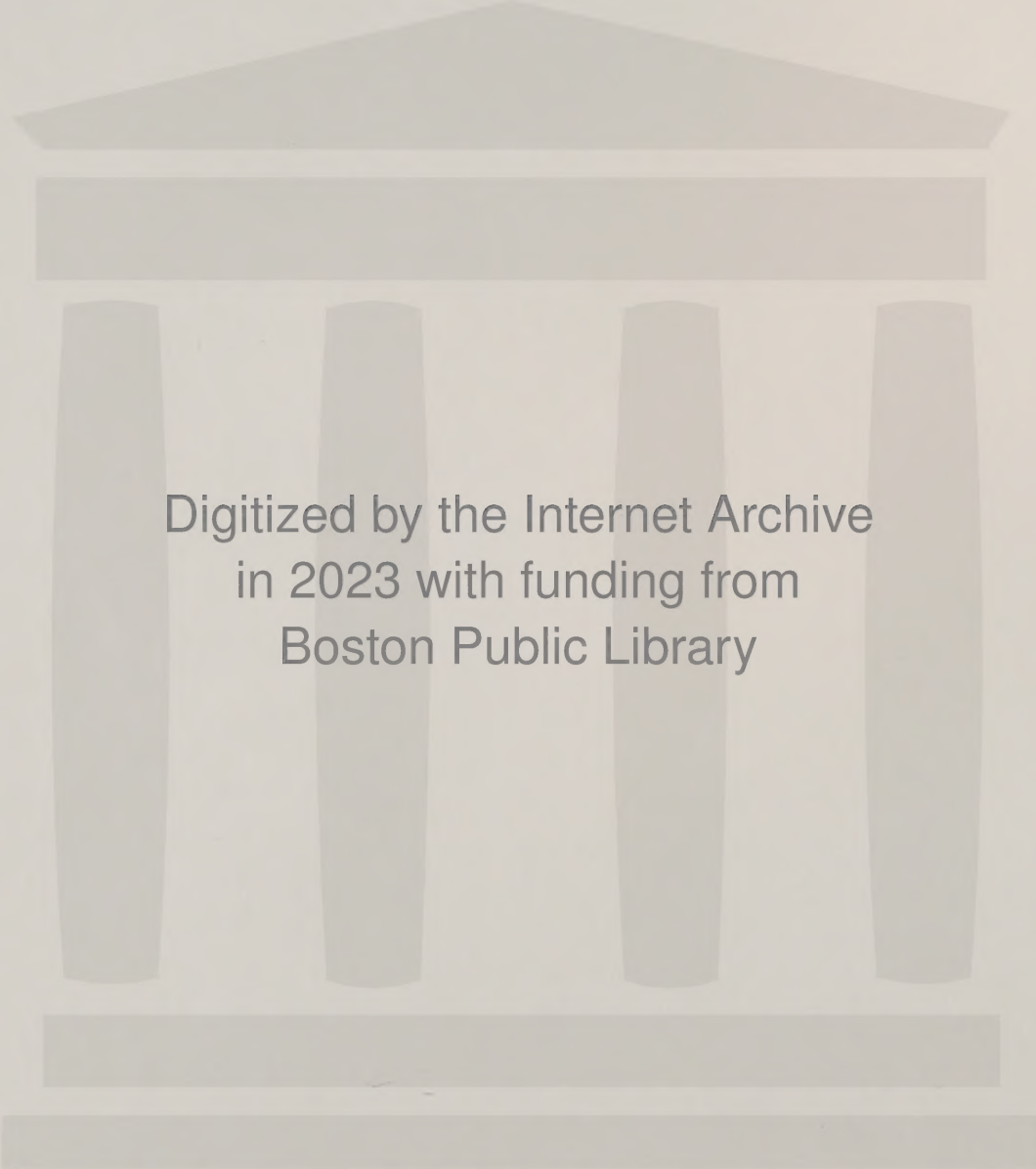


OF THE TOWN OFFICERS
YEAR ENDING
DECEMBER 2001

Burlington, Massachusetts



In recognition of Fire Departments throughout the U.S.A.



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ANNUAL REPORT
OF THE
TOWN OFFICERS
YEAR ENDING
DECEMBER 2001



BURLINGTON
MASSACHUSETTS

In Memoriam

Richard Brenton, Fox Hill School Building Committee

Alice Campbell, Assessors Department

Catherine Cavanaugh, Council on Aging

Frederick Crosdale, Jr., Town Meeting Member

Mary Cunningham, Cafeteria

Paula DiMarino, School Clerk

Carmen Dore Lewis, Town Meeting Member

Dorothy Grant, Cafeteria

Paul McBay, Council on Aging

Robert Mitchell, Election Worker

Dorothy Pattie, Treasurer's Department

Lucien Pouliot, Fire Department

Andrew Reilly, Police Department

John Rennie, Marshall Simonds School Council

Louise Reynolds, Election Worker

Ruth Small, School Clerk

James Trentini, School Teacher



In recognition of Fire and Police Departments throughout the U.S.A. (Photo by Rick Karwan of KarwanPhotos.com and Peter Amirault of TYPE A)

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Special thanks to Pauline Crusco for all her effort and hard work organizing this report.

TOWN OF BURLINGTON DIRECTORY

Department Town of Burlington	Telephone (Area Code 781)	E-mail/Web Address
Burlington Web		www.burlington.org
Information/Connecting all Departments	270-1600	
Main Fax Number Connecting Offices	270-1608	
Accounting	270-1610	accounting@burlmass.org
Assessors	270-1650	assessor@burlmass.org
B-CAT	273-5922	bcacat@burlington.mec.edu
B-Line Coordinator	273-7686	
B-Line Information	270-1965	
Board of Health		
Public Nurse	270-1957	nurse@burlmass.org
Sanitarian/Environmental Engineer	270-1954	health@burlmass.org
Building Inspector	270-1615	building@burlmass.org
Community Life Center	270-1961	bclc@burlmass.org
Conservation Commission	270-1655	conservation@burlmass.org
Council On Aging	270-1950	coa@burlmass.org
C.O.A. Lunch Line	270-1952	
Dog Pound	270-1698	aco@burlmass.org
Emergency Management Agency	270-1914	
Fire		
Emergency/Ambulance	911	
TDD for the Deaf	229-4367	
Business	270-1925	fire@burlmass.org
Library	270-1690	library@burlmass.org
Planning Board	270-1645	planning@burlmass.org
Police		
Emergency	911	
TDD for the Deaf	229-4852	
Business	270-1914	police@burlmass.org
Public Works	270-1670	dpw@burlmass.org
Chestnut Hill Cemetary	229-1879	
Pine Haven Cemetery	270-1982	
Central Maintenance	270-1678	
Engineering	270-1640	engineering@burlmass.org
Highway	270-1676	
Water & Sewer Utilities Division	270-1679	
Sewer Section	270-1683	
Mill Pond Water Treatment Plant	270-1680	
Vine Brook Ground Water Treatment Plant	270-1682	
Recreation		
Office	270-1695	recreation@burlmass.org
Garage	270-1697	
School Department	270-1800	www.burlington.mec.edu
Burlington High School	270-1838	
Foxhill School	270-1791	
Francis Wyman School	270-1701	
Marshall Simonds School	270-1781	
Memorial School	270-1721	
Pine Glen School	270-1712	
Selectmen	270-1630 and 270-1631	selectmen@burlmass.org
Shawsheen Regional Technical School	(978) 667-2111	www.shawsheen.tec.ma.us
State Internet Portal		www.mass.gov
Tax Collector	270-1625	tax@burlmass.org
Town Administrator	270-1635	selectmen@burlmass.org
Town Clerk	270-1660	clerk@burlmass.org
Treasurer	270-1623	treasurer@burlmass.org
Veterans Agent	270-1959	veterans@burlmass.org

Annual Reports of the Town of Burlington, Massachusetts

A part of Woburn in 1642, a Woburn Precinct as of 1730.

Burlington was incorporated as a town on February 28, 1799.

Population as of January 2001: 23,301.

Area of Town - 7,577 acres or 11.88 square miles.

Tax Rate FY02 - Residential: \$ 9.10

Commercial: \$22.10

Elevation at Town Hall - 220 feet above sea level.

Governor: **Jane Swift, Acting**
State House
Boston, MA 02133

U.S. Senators: **Edward M. Kennedy**
2400 John F. Kennedy Federal Bldg.
Boston, MA 02203

John F. Kerry
1 Bowdoin Square, 10th Floor
Boston, MA 02114

Congressman: **John Tierney**
6th District
17 Peabody Square
Peabody, MA 01960

Councilor: **Michael J. Callahan**
6th District
500 Salem St.
Medford, MA 02155

State Senator: **Robert A. Havern**
4th Middlesex
State House, Room 513
Boston, MA 02133

Representative: **Charles Murphy**
23 Middlesex
State House, Room 166
Boston, MA 02133

TOWN GOVERNMENT SCHEDULE

Board of Appeals	Meets on the first and third Tuesdays of the month, Town Hall, 7:30 P.M.
Board of Assessors	Meets the second Thursday of the month, Town Hall, 4:30 P.M.
Board of Health	Meets the second and fourth Tuesdays of the month, Town Hall, 7:00 P.M.
Board of Selectmen	Meets the second and fourth Mondays of the month, Town Hall, 7:00 P.M.
Conservation Commission	Meets the second and fourth Thursdays of the month, Town Hall, 7:00 P.M.
Council on Aging	Meets the second Monday of the month, Human Services Center, 61 Center St., 5:00 P.M.
Historical Commission	Meets the third Wednesday of the month, Town Hall Annex, 7:00 P.M.
Housing Authority	Meets on the first Wednesday of the month, 15 Birchcrest St., Noon
Library Trustees	Meets on the second Thursday of the month, Library, 7:00 P.M.
Planning Board	Meets the first and third Thursdays of the month, Town Hall, 7:30 P.M.
Recreation Commission	Meets on the second and fourth Mondays, 61 Center St., Rm. 103 7:00 P.M.
School Committee	Meets the second and fourth Tuesdays of the month, Burlington High School, 7:30 P.M.
State Representative Charles Murphy	Public hours the third Wednesday of the month, 61 Center St. Room 103, 6-7 P.M.
Town Meeting	Meets the second Monday in January, May (annual), and September, Fogelberg Auditorium, Burlington High School, 7:30 P.M.

All other scheduled board/committee meetings are posted at Town Hall and are published as a monthly calendar on the Town Clerk's web page www.burlington.org/townservices.html then scroll to the Town Clerk link(s) to Public Meetings/Hearings.

TOWN HALL SCHEDULE

Open Daily:	8:30 A.M. - 4:30 P.M., Monday
All offices	thru Friday
Except Holidays/	4:30 P.M. - 6:30 P.M. 2nd and 4th
Weekends	Thursdays of the month: Assessors; Building Dept.; Conservation Commission (by appointment); Town Clerk; Town Archives and Tax Collector.
	Nurse: Walk-in Clinic 2nd and 4th Wednesdays, 3:30 P.M. - 6:30 P.M. Human Services Center, 61 Center St.
	Board of Health/Lahey Clinic Free Care Community Clinic, 2nd and 4th Thursdays, 5:00 P.M. - 8:00 P.M. by appointment only, call the nurse at 270-1957. This program is offered to residents aged 19 - 65 who do not have health insurance or are under insured.

ELECTED OFFICIALS

Town Clerk (5 Yrs.)

Jane L. Chew	7 Winn Valley Dr.	2006
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Moderator (1 Yr.)

Robert P. Marrano	14 Michael Dr.	2002
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Selectmen (3 Yrs.)

Albert L. Fay, Jr.	11 Raymond Rd.	2003
Gary J. Gianino	11 Thornton Dr.	2002
Joseph A. Impemba	11 Briarwood Ln.	2003
Kevin B. McKelvey	4 Allison Dr.	2004
Juliet M. Perdichizzi, Chr.	239 Fox Hill Rd.	2004

Assessors (3 Yrs.)

Lisa M. Annunziata	5 Independence Dr.	2004
<i>Appt. 7/99 Elected 4/00</i>		
Michael W. Crocker, Chr.	15 Thornton Dr.	2002
<i>Appt. 2/98 Elected 4/98</i>		

Paul R. Sheehan	5 Thornton Dr.	2003
<i>Appt. 1/99 Elected 4/99</i>		

Treasurer/Collector (3 Yrs.)

Brian P. Curtin	3 Lee Ave.	2004
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School Committee (3 Yrs.)

John T. Lyons	105 Bedford St.	2003
Christine M. Monaco, Chr.	18 Corcoran Rd.	2004
Thomas F. Murphy, Jr.	3 Lexington St.	2004
Stephen A. Nelson	25 Fairfax St.	2002
John L. Vanella	8 Pearson Circle	2002

Library Trustees (3 Yrs.)

Elliot J. Chikofsky	75 Lexington St.	2003
Orise P. Desautels	7 Joanne Rd.	2004
Edith F. Entwistle	62 Beaverbrook Rd.	2002
Ellen Marie Ferguson	76 Francis Wyman Rd.	2004

Write-in 2001

Robert D. Peters, Chr.	26 Beacon St. Apt. 30D	2002
Clifton E. Reed	14 Gedick Rd.	2003

Appt. 12/98 Elected 4/99

Planning Board (5 Yrs.)

Peter J. Coppola	2 Garrity Rd.	2003
Ernest E. Covino, Jr.	1 Marvel Ave.	2005
John A. DeFrancesco	50 Westwood St.	2002
Albert L. Fay, Jr.	11 Raymond Rd.	2004
Jayne L. Hyde	6 Hallmark Gardens #1	2002
Paul R. Raymond	1 Dorothy Rd.	2005
Paul F. Roth, Chr.	249 Fox Hill Rd.	2006

Appt. 10/97 Elected 4/98

Board of Health (3 Yrs.)

James J. Dion, Chr.	19 Crystal Circle	2003
Eugene Terry McSweeney	1 McSweeney Way	2002
Jane M. Richard	407 Cambridge St.	2003
Edmund F. Wall	4 Waite Ave.	2004
Edward J. Weiner	43 Freeport Dr.	2004

Constable - 1st (3 Yrs.)

Sheila E. Howard	2 Hallmark Gardens #4	2004
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Constable - 2nd (3 Yrs.)

Anthony J. Saia	27 Alcine Ln.	2004
-----------------	---------------	------

Housing Authority(5 Yrs.)

Joseph J. Arena, Chr.	10 Moss St.	2004
Lincoln W. Daigle	26 Davida Rd.	2002
M. Harrison Graham	14 Birchcrest St. #D2	2006
James Marchese	1 Barbara Circle	2003
James J. Rogers	42 Locust St.	2004
Gov. Appt.		

Recreation Commission (3 Yrs.)

John J. Ferren, Chr.	37 Lantern Ln.	2003
Karen Hoyt	8 Porter Ave.	2004
Appt. 11/00 Elected 4/01		
Paul R. Raymond	1 Dorothy Rd.	
Planning Bd. Appt.		
Kevin J. Sullivan	14 Frothingham Rd.	2002
Elected 4/01 1 yr. Term		
John L. Vanella	8 Pearson Circle	
School Comm. Appt.		

Shawsheen Tech (3 Yrs.)

John P. Miller	1 Holden Ave.	2003
Alfred J. Verrier	12 Mohawk Rd.	2002

REPORT OF THE BOARD OF SELECTMEN AND THE TOWN ADMINISTRATOR



Board of Selectmen: Front row (left to right): Kevin B. McKelvey, Vice Chairman; Juliet M. Perdichizzi, Chairman; Albert L. Fay; Back row (left to right): Gary J. Gianino; Joseph A. Impemba

BOARD OF SELECTMEN

We continue to raise the standard of living in Burlington, improving our surroundings with small tax impacts. The difference between the higher value of our homes and the stable tax bills, at no sacrifice to services, means higher quality of life for everyone in Burlington.

This is not just our good fortune, but the direct outcome of the combined efforts of our competent Town employees, devoted managers and dedicated elected and appointed officials.

Your Board of Selectmen focuses on the policies that will set fiscal direction for the Town, whether in a recessionary economy or during the more challenging growth booms, so that we can continue to live and work in a thriving community.

Subcommittee Reorganization

This past year, the Board reorganized its subcommittee assignments to correspond with functional areas of policy development rather than individual departments. For instance, the Department of Public Works was designated by water, highway and land (cemetery) functions while the Police and Fire Departments were grouped under Public Safety.

Furthermore, liaison roles were identified to strengthen the Boards relationships external to both the Selectmen's Office (schools, recreation, housing, library, board of health, planning board, Town Meeting, board of assessors, treasurer) and the Town (BCAT, MAPC, BBRT, NEMLIC, DEP, MWRA, NESWC, MBTA, BHA, Mass. Highway, Tri-Town).

As Chairman, Selectman Perdichizzi assumed the areas of Community Development and Services, including government relations, fiscal matters, litigation and personnel. Selectman Impemba covered the Asset Management group of leases, licenses, land use and facilities.

Selectmen Gianino oversaw Water & Waste Removal policies relative to drainage, sewers, trash, streams and water production. Vice-Chairman McKelvey focused on Public Safety in the areas of emergency response, policing, crime and investigation. While also serving as a Planning Board member, Selectman Fay brought additional insight to issues involving Public Ways (roads, sidewalks, signals and snow & sand removal).

	A-Goals	B-Goals	C-Goals
	Able to Address This Fiscal Year; Resources May Be Available	May Address This Fiscal Year; Resources Uncertain	Long Range Planning
Asset Management Leases, Licenses, Land Use, Facilities	<ul style="list-style-type: none"> *38 Grant Ave/Highway Garage *Clapps Mill/Marion Rd *Wildwood School Disposition *Finalize Landswap *Fire Substation *Carpenter House *Cemetery/Burial Needs *First Right of Refusal: City of Boston Property et al *Landlocked Parcel *Route 3 RFP *Village Center Concept: Redevelopment Authority 	<ul style="list-style-type: none"> *Building & Grounds Department *Grandview Farm 	<ul style="list-style-type: none"> *Housing Diversity
Community Development Government Relations; Fiscal Matters; Litigation; Personnel	<ul style="list-style-type: none"> *Oracle TIF *Lahey Clinic PILOT *Employee Recognition Program *New Police Chief *Labor Counsel *Fees & Rates Review 	<ul style="list-style-type: none"> *Comprehensive Permits 	
Community Services Community Resources, Social Services, Local Transportation		<ul style="list-style-type: none"> *B-Line Service to Businesses *Upgrade MBTA Stops 	<ul style="list-style-type: none"> *Human Services Coordinator
Public Safety Emergency Response, Policing, Crime & Investigation	<ul style="list-style-type: none"> *Emergency Preparedness *Fire Study: Implement Certain Elements *Police Strategic Planning Study: Implement Certain Elements 		
Public Ways Roads, Sidewalks, Signals, Snow & Sand Removal	<ul style="list-style-type: none"> *Sign By-Law: Municipal Uniformity *Sidewalk Development & Maintenance *Mall Road Beautification *3A Evaluation: Recommendations for Local Improvements 	<ul style="list-style-type: none"> *Sign By-Law (Entirety) 	
Water & Waste Removal Drainage, Sewers, Streams, Trash, Water	<ul style="list-style-type: none"> *Water/Sewer Rates *Sewer Backflow Prevention to Homes 	<ul style="list-style-type: none"> *Cummingsville Project *Stormwater Management *Water Retention Area & Stream Cleaning *Accelerate Water Line Replacement *Act on Results of I/I Study 	<ul style="list-style-type: none"> *Alternatives to NESWC

2001-2002 Board of Selectmen Goals

By grouping the many areas of responsibility according to policy development, the Board was able to identify goals for each Selectman to monitor. With time our most valuable asset, the Board realized the need to prioritize and rely on one another to accomplish those goals. The list was the result of the annual strategic planning session that has been become an essential part of the Board's management. Each goal was evaluated against the available resources and ability to accomplish within our means.

Town Management

Of course, it is our Town Administrator who carries the enormous responsibilities of managing our Town and working with the elected officials who have various concerns and objectives. Mr. Mercier continues to impart his team of professionals with an open and even-handed approach to the many personnel and fiscal challenges of town government.

Finally, we could not accomplish as much as we do in our Town without the volunteers, elected or appointed, who are willing to be an essential part to the success of many projects. The Board of Selectmen wishes to thank the members of the Beautification Committee, B-Line Advisory Committee, Bicycle Path Committee, Board of Appeals, Board of Registrars, Cable Advisory Committee, Cemetery Oversight Committee, Chairmen's Council, Community Life Center, Conservation Committee, Council on Aging, Cultural Council, Disabilities Access Committee, Historical Commission, Housing Partnership, Information Systems Advisory Committee, Landswap Advisory Committee, Recycling Committee, Rink Oversight Committee, Route 3A Advisory Committee, Sign Bylaw Committee, Senior Housing Options Committee, Stormwater Management Committee, Telecommunications Committee and the Town Common Oversight Committee.

To my fellow Selectmen: it has been a very rewarding year serving as your Chairman, and thank you for the opportunity.

TOWN ADMINISTRATOR



Town Administrator Robert A. Mercier

The administration was faced with a variety of unique challenges during 2001 as we attempted to balance the needs of the citizenry with our ability as a community to continue to provide these services without significant increases in the property tax levy.

Burlington retains its status as a premier community along the Route 128 technology corridor because of its unique location and the desirability by premier corporations to set their roots in our community. This was especially important this year as we began to deal with the reality of a nationwide recession and the negative effects this has on our budgetary process.

Many of the initiatives we dealt with this past year needed our Town Meeting Representatives approval prior to moving forward. Both the Board of Selectmen and myself were heartened by a number of positive votes we received from the representatives following spirited debates on these complex issues.

Town Meeting Actions

In May of 2001, the Board of Selectmen and the Administration called for a Special Town Meeting to deal with the "Landswap" issue which involved four (4) separate parties in a very complex arrangement which ultimately would provide the Town with 84 units of senior affordable housing for Burlington residents with no expenditure of funds by the Town. The warrant that was prepared for this Town Meeting consisted of 12 separate and distinct articles which all needed to pass for the concept to succeed. In addition, all articles needed to pass with a 2/3-majority vote of the attending Town Meeting Representatives! Needless to say, we were very pleased when the TM Representatives provided us with a comfortable margin of victory that has allowed us to proceed with completing the agreement between the parties during the remainder of 2001. As the year ended, the proposed plans for all sites were completing the review cycle before all of the Town's regulatory bodies. I am confident that we will see a groundbreaking for this project in the Spring/Summer of 2002. As an aside, our peers in the Massachusetts Municipal Association recognized the creative and innovative approach Burlington officials took regarding this difficult public policy issue and chose our community to receive one of its's highest awards for our efforts. We are indeed proud of this recognition.



Massachusetts Municipal Association Officials present Burlington with "Innovative Award" for Land Swap

In a similar vein, the Board and the Administration after working cooperatively with our Conservation Commission and our Historical Commission petitioned the October Town Meeting to purchase a 3+ acre site in Burlington that

we believe has significant historical and environmental value to the community. Again, we required a 2/3 vote of the Town Meeting body to approve of this purchase and we received overwhelming support for this land acquisition proposal. As I prepare this report, a closing date to finalize this acquisition is being established by the Attorney's for all three parties (one additional party is the Town of Wilmington which has worked cooperatively with Burlington to add a purchase of their own to expand this site to over 7+ acres) and I expect the Town will own this site in early 2002. An additional benefit to this purchase is the possible reimbursement to the community of approximately \$162,000 by the State Division of Conservation Services.

Utilities

One of the most significant issues addressed by the Administration during 2001 was the plethora of changes in the utility industry that affects us all in a variety of ways. The Town was faced with the issue of telecommunications towers and their locations within neighborhoods. As I reported last year, the Burlington Town Meeting had established an overlay district to accommodate the location of these structures in "less offensive" areas of the Town. We have subsequently avoided significant litigation by working with the carriers and have a number of lease agreements already in place to deal with telecommunication carriers. Additionally, we have been approached by representatives of the Tennessee Gas pipeline company to expand their transmission lines in Burlington. This will be a disruptive process as many of the easements for this gas line traverse private property within established neighborhoods. We will monitor this construction closely to insure the least disruption possible for all affected parties.

As a cost saving measure and to improve our overall efficiency and effectiveness, the Town awarded a contract to Seimen's Corporation to replace and upgrade all of the phone units throughout the Town facilities as well as all the school buildings. Over a short period of time, we will own the units and no longer have to pay the "rental" charge to Verizon we have been paying for years. Finally, we like many homeowners, have become increasingly frustrated by the tremendous increase in the cost of electricity for all of our facilities. During the fall of 2001, the Administration aggressively sought alternatives to the power provided by Nstar. I am pleased to inform you that we have signed an agreement with TransCanada to supply us electricity at a full 2.0 cents a kilowatt hour cheaper than we currently are pay-

ing. We have locked this price in for 3+ years. We conservatively estimate that we can realize savings in excess of \$200,000 per year under this new arrangement.

Personnel

In 2001, the Town experienced the retirements of two (2) exceptional and long term Department managers who have provided us with dedicated service, a professional demeanor and outstanding loyalty to the citizens they served here in Burlington. Jeanne Garrett provided outstanding service to our senior population as the long time Council on Aging Director for this community. She was an employee who considered her clientele first and herself second. She will be greatly missed and I thank her for her service. We also witnessed the retirement of long time Town Engineer Pete Peters. Pete was well known to many people in Town who dealt with his easy going, pleasant style and I wish him all the best in his retirement. On a positive note, I was very pleased with the caliber of candidates who applied to the Administrator to fill these important roles. I am happy to report that I hired Margery MacDonald to fill the COA position and following an intense search found a new replacement for the Town Engineer with a local resident who had been working for the Town of Wakefield. Mr. Tom Hayes comes to us as the new Town Engineer highly recommended and I look forward to these two top-level professionals to continue to provide high standard quality service to the residents of Burlington. In addition, the Superintendent of Schools and myself engaged in a search process to hire the Town's first full time Human Resources Director. In April of 2001, our search produced a highly qualified and experienced person and we moved quickly to offer the position to Anne Marie Tucciarone-Mahan to become Burlington's first Human Resources Director. I am very confident in the individuals we have brought on board and I look forward to our residents' positive interaction with this new group of professionals. Finally, as the year came to a close we had completed our search process that included a full "Assessment Center" for the new Police Chief in Burlington. I expect to make this appointment in January of 2002. I would be remiss if I failed to acknowledge the wonderful work Acting Chief Barry Solomon provided to the community during this transition period within the Department. Thank you Barry.

Summary

This has again been a very exciting and challenging year for the Board and the Administration. As the Chairman has

suggested, we cannot accomplish our objectives without the numerous volunteers who contribute their time and efforts as well as providing their expertise all with the goal of making this community a better place. Local Government is all about volunteers and commitment and Burlington is blessed to have so many citizens who truly believe in the spirit of democracy. I remain fortunate to be your Administrator.

Obviously, I cannot accomplish my objectives without a loyal, professional and hard working staff. To that end, I would be remiss if I did not mention the recent retirement of the long time Executive Assistant to the Town Administrator, Anna Webb. Without a doubt, Anna made my job easier because of her ability to shoulder so much of the burden in the office. She was the Administrator's protector and gatekeeper and I am in her debt for all of her guidance and assistance since my return to this community. Good luck Anna and don't be shy about coming back to visit us! In addition, our office also endured the retirement of the Town's "switchboard voice" Marion Rich who provided the Town with a wonderful service with her calming and low keyed approach to our residents concerns and inquiries.

To the rest of my staff and particularly Janis Critch who will assume the duties of the Executive Administrator, I say a heartfelt "Thank You" for all your efforts and loyalty.

Thank you.

Respectfully submitted,

The Board of Selectmen:

Juliet M. Perdichizzi, Chairman
Kevin B. McKelvey, Vice-Chairman
Joseph A. Impemba, Member
Gary J. Gianino, Member
Albert L. Fay, Member

Administration:

Robert A. Mercier, Town Administrator
Lawrence M. Rittenberg, Assistant Town Administrator

Professional Staff:

Janis Critch, Executive Assistant to the T.A.
Vacant, Principal Clerk
Pauline Crusco, Principal Clerk
Jean Gallant, Senior Clerk

TOWN COUNSEL

During 2001, Town Counsel handled a number of complex litigation matters. In addition, the firm rendered numerous legal opinions to various Town boards, approved contracts as to form, and handled a number of real estate transactions. There are currently 16 active litigation cases involving the Town and the School Department. Eleven of these cases involve appeals from decisions of the Board of Appeals, the Planning Board, and the Conservation Commission, and three involve School Department labor matters.

The most significant services which Town Counsel provided during 2001 related to the land exchange to create senior affordable housing involving Grandview Farm, Wheeler Road, and Mountain Road. Town Counsel participated in all of the negotiations surrounding the land exchange and worked very closely with counsel for the private developers in preparing the land disposition agreement. In addition, Town Counsel worked closely with the Town Administrator to prepare the Town Meeting articles that were necessary in order to effectuate the land exchange. Since Town Meeting, we have been working with the Town to complete the due diligence studies and other work leading up to the closing.

Town Counsel also assisted the Town in preparing the tax increment financing agreement for the Oracle development project. We have also advised the Board of Selectmen with respect to the sewer bank policy and the renegotiation of the administrative consent order relating to capacity of the Town's sewer collection system. In conjunction with the Town of Wilmington, Town Counsel also assisted the Town in the acquisition of the Clapps Mill Pond conservation land.

We extend our appreciation to the Board of Selectmen for their confidence in retaining this firm, and appreciate the assistance and cooperation on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, department heads, boards, committees, and other Town personnel. We look forward to working with the members of the Town Government in the future.

Respectfully submitted,

Leonard Kopelman, for the
Firm of Kopelman and Paige, P.C.
Town Counsel

TOWN CLERK

It was a very sad year in our country's history with the events of September 11, 2001 and the resulting War on Terrorism. The liberties and freedoms we've enjoyed for so long are no longer taken for granted. May we all cherish each day, our families, friends, co-workers and communities.

After sixteen years of service with the Town Clerk's Office, Mary Lou Raleigh retired in June. We thank her for her years of service and dedication. We welcome our newest team member, Arlene DeFilippo, who is primarily responsible for census and voter registration.

With fewer elections to conduct this year, we were able to devote more time building our vitals databases. To date, all death records (1799-2001); birth records 1799-1929 and 1959-2001; and marriage records between 1799-1903 and 1978-2001 are indexed electronically. These indexes enable staff to conduct quick searches in response to public requests, and they set the stage for genealogical research both in house and on the Internet.

New fees were put into effect July 1st replacing the previous fee schedule adopted in 1988. Total revenue generated this year \$106,265.

Lisa Plato, the Town's Archivist/Records Manager, had a very productive year creating and assisting in a number of major projects and publications. See the Archives Annual Report and visit Lisa's website at: <http://208.58.133.9/clerk/archives/index.htm>

The Town Clerk's website is updated regularly and is a good source for current information. Please visit us at: www.burlington.org/townservices.html then scroll down to the Town Clerk link.

It has been our pleasure to serve you this year.

Respectfully submitted,

Jane L. Chew, Town Clerk

NOTICE:

Town Meeting Minutes are published separately. Anyone requiring a copy may obtain it from the Town Clerk's Office. A copy is also on file at the Library.

Following are the historical profiles on Births, Marriages, Deaths, Voting Statistics, Election results and the Archives report.

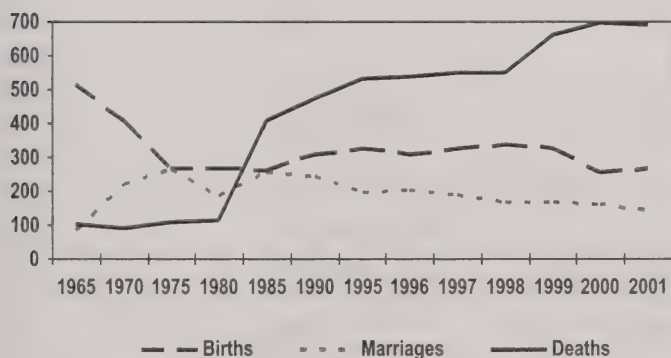
VITAL STATISTICS

HISTORICAL PROFILE (ADJUSTED)

The following Births, Marriages, and Deaths were recorded in the Office of the Town Clerk. The figures for marriages and deaths are not exclusively those of residents. The figures for births for the last two years do not include all out of wedlock births. As those figures become available from the state the chart will be amended.

	Births	Marriages	Deaths
1965	509	80	99
1970	406	217	87
1975	265	263	105
1980	263	185	113
1985	259	253	403
1990	306	240	472
1995	322	196	532
1996	303	200	538
1997	326	191	547
1998	333	162	549
1999	203	165	671
2000	254	161	692
2001	262	139	688

Received through 1/3/01



Note: Lahey Clinic opened in 1980

VOTING STATISTICS

VOTES CAST

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
1992	914	791	582	738	788	810	4893	37%
1993	598	517	618	490	545	524	3292	24%
1994	578	319	547	528	596	597	3165	24%
1995	461	290	485	428	489	566	2719	20%
1996	298	157	347	269	317	315	1703	13%
1997	695	371	771	598	719	738	3889	30%
1998	608	261	622	513	593	594	3191	16%
1999	362	130	392	327	296	283	1790	13%
2000	607	304	572	541	673	595	3292	24%
2001	550	267	535	505	560	527	2944	21%

SPECIAL ELECTIONS

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
Referendum 1985	1492	1224	1361	1277			5354	41%
Referendum 1991	1234	1338	1108	770	930	1093	6473	49%
Prop 2 1/2 1994	718	385	667	672	768	735	3945	28%
Selectman 1997	457	198	353	331	368	408	2115	15%

PRESIDENTIAL PRIMARIES

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
March 1984	797	565	656	716			2734	23%
March 1988	668	669	775	612	669	759	4152	33%
March 1992	847	931	861	713	751	836	4939	36%
March 1996	335	244	344	321	313	359	1916	14%
March 2000	824	550	861	767	791	791	4584	32%

STATE PRIMARIES

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
September 1988	106	141	145	128	150	125	795	6%
September 1990	1186	1177	1226	1028	1081	1159	6857	53%
September 1992	668	602	808	516	647	692	3933	29%
September 1994	484	310	523	482	499	526	2826	21%
September 1996	336	182	335	362	391	339	1944	14%
September 1998	566	371	609	556	589	577	3268	23%
September 2000	126	70	171	115	171	160	813	8%

STATE/PRESIDENTIAL ELECTIONS

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
November 1986	2298	1770	1884	2069			8021	63%
November 1988	2051	1981	2157	1841	1814	2025	11869	88%
November 1990	1921	1958	2021	1677	1737	1908	11222	82%
November 1992	2202	2444	2309	1840	1920	2076	12791	87%
November 1994	1818	1329	1715	1573	1687	1732	9854	72%
November 1996	2101	1630	1974	1800	1905	1918	11328	79%
November 1998	1522	1008	1480	1295	1382	1408	8095	57%
November 2000	2133	1582	2028	1828	2001	2000	11572	79%

ELECTION RESULTS

TOWN OF BURLINGTON

TOTAL TALLY SHEET

April 7, 2001

Election

Eligible Voters

14,295

Total Votes Cast

2,944

Percent

20.56%

Student
Vote

2317

237

10.23%

PRECINCT	1	2	3	4	5	6	GRAND TOTAL	
TOTAL VOTES CAST	550	267	535	505	560	527	2,944	237
TOWN CLERK (1) 5 Yrs.								
Blanks	85	55	82	81	82	68	453	36
Jane L. Chew*	463	208	451	421	476	455	2,474	196
Write-Ins	2	4	2	3	2	4	17	5
TOTAL	550	267	535	505	560	527	2,944	237
MODERATOR (1) 1 Yr.								
Blanks	115	71	142	113	131	113	685	30
Robert P. Marrano*	432	193	388	392	429	410	2,244	194
Write-Ins	3	3	5	0	0	4	15	4
TOTAL	550	267	535	505	560	527	2,944	237
SELECTMEN (2) 3 Yrs.								
Blanks	139	98	173	134	157	172	873	87
Kevin B. McKevey*	392	179	388	363	408	377	2,107	162
Juliet M. Perdicchi*	414	143	278	329	378	314	1,854	150
Virginia E. Mooney	151	105	231	180	176	188	1,031	74
Write-Ins	4	9	0	4	3	3	23	1
TOTAL	1,100	534	1,070	1,010	1,120	1,054	5,888	474
ASSESSOR (1) 3 Yrs.								
Blanks	150	73	184	137	138	122	784	42
Lisa M. Annunziata*	400	190	368	368	422	402	2,150	187
Write-Ins	0	4	3	0	0	3	10	8
TOTAL	550	267	535	505	560	527	2,944	237
TREASURER/COLLECTOR (1) 3 Yrs.								
Blanks	107	53	104	107	116	100	587	37
Brian P. Curtin*	436	210	429	396	443	425	2,339	196
Write-Ins	7	4	2	2	1	2	18	4
TOTAL	550	267	535	505	560	527	2,944	237
SCHOOL COMMITTEE (2) 3 Yrs.								
Blanks	284	157	282	254	263	243	1,493	117
Christine M. Monaco*	381	181	380	356	428	400	2,136	155
Thomas F. Murphy, Jr.*	410	193	405	396	427	401	2,234	190
Write-Ins	5	3	3	2	2	10	25	12
TOTAL	1,100	534	1,070	1,010	1,120	1,054	5,888	474
LIBRARY TRUSTEES (2) 3 Yrs.								
Blanks	684	334	675	615	694	639	3,641	245
Orise P. Desautels	369	178	365	351	404	387	2,072	182
Ellen Marie Ferguson (W/I)	10	13	14	25	11	12	85	
Write-Ins	17	11	16	19	11	16	90	47
TOTAL	1,100	534	1,070	1,010	1,120	1,054	5,888	474
PLANNING BOARD (1) 5 Yrs.								
Blanks	135	78	156	136	121	118	742	27
Paul F. Roth*	413	188	372	368	437	406	2,184	205
Write-Ins	2	3	7	1	2	3	18	5
TOTAL	550	267	535	505	560	527	2,944	237
BOARD OF HEALTH (2) 3 Yrs.								
Blanks	357	188	351	309	357	333	1,895	119
Edward J. Weiner*	395	175	376	361	405	381	2,093	188
Edmund F. Wall	347	167	339	340	358	335	1,886	180
Write-Ins	1	4	4	0	0	5	14	7
TOTAL	1,100	534	1,070	1,010	1,120	1,054	5,888	474

2001 Annual Report

PRECINCT	1	2	3	4	5	6	Total	Student
FIRST CONSTABLE (1) 3 Yrs.								
Blanks	178	77	163	146	148	125	837	46
Sheila E. Howard*	388	187	365	357	412	400	2,090	182
Write-ins	3	3	7	2	0	2	17	9
TOTAL	550	267	535	505	560	527	2,944	237
SECOND CONSTABLE (1) 3 Yrs.								
Blanks	148	78	154	135	138	114	765	46
Anthony J. Sala*	404	187	379	369	421	412	2,172	184
Write-ins	0	2	2	1	1	1	7	7
TOTAL	550	267	535	505	560	527	2,944	237
HOUSING AUTHORITY (1) 5 Yrs.								
Blanks	110	49	77	71	88	72	465	43
M. Harrison Graham*	253	121	264	270	301	289	1,478	114
Michael S. Runyan	186	96	193	164	173	184	996	79
Write-ins	1	1	1	0	0	2	5	1
TOTAL	550	267	535	505	560	527	2,944	237
RECREATION COMM. (1) 3 Yrs.								
Blanks	35	27	39	31	31	36	199	15
Karen A. Hoyt	374	171	386	370	377	370	2,048	133
Raymond T. Santilli	139	68	109	104	150	121	691	87
Write-ins	2	1	1	0	2	0	6	2
TOTAL	550	267	535	505	560	527	2,944	237
RECREATION COMM. (1) 1 Yr.								
Blanks	28	9	35	36	42	24	172	19
Thomas C. Killilea	148	32	81	121	121	146	647	63
Kevin J. Sullivan	377	225	417	345	393	359	2,113	150
Write-ins	1	1	2	3	4	1	12	5
TOTAL	550	267	535	505	560	527	2,944	237
PRECINCT 1								
TOWN MEETING - 3 YR (8)								
Blanks	1,038						1,038	
Linda K. Collins*	374						374	
Channing L. Entwistle*	372						372	
Maureen Monaco Ryan*	383						383	
Sharon Marie Sotiros*	376						376	
Gregory F. Ryan	376						376	
Edward J. Walsh	377						377	
Write-ins	4						4	
TOTAL	3,300						3,300	
PRECINCT 1								
TOWN MEETING - 2 YR (1)								
Blanks	168						168	
David J. Woodliff	384						384	
Write-ins	0						0	
TOTAL	550						3,854	
PRECINCT 1								
TOWN MEETING - 1 YR (1)								
Blanks	170						170	
John S. Ivaa	379						379	
Write-ins	1						1	
TOTAL	550						4,404	
PRECINCT 2								
TOWN MEETING - 3 YR (8)								
Blanks		668					668	
William C. Beyer*		177					177	
Margaret Merlesena*		173					173	
Kathleen M. Colucci		187					187	
Daniel J. Hanafin		195					195	
George T. Lee		170					170	
Angela Hanafin (W/I)		10					10	
Write-ins		22					22	
TOTAL		1,602					1,602	

Town of Burlington

PRECINCT	1	2	3	4	5	6	TOTAL
PRECINCT 3							
TOWN MEETING - 3 YR (8)							
Blanks			1,075				1,075
Sean P. Connors*			368				368
Shari Lynn Ellis*			362				362
Paul A. Vaillet*			345				345
Judith G. Wasserman*			360				360
James Williams*			344				344
Heather E. Holman			344				344
Write-ins			21				21
TOTAL			3,210				3,210
PRECINCT 3							
TOWN MEETING - 1 YR (1)							
Blanks			435				435
Roger Riggs WA			21				21
Write-ins (all others)			79				79
TOTAL			535				535
PRECINCT 4							
TOWN MEETING - 3 YR (8)							
Blanks				858			858
Thomas D. Conley, Jr.*				308			308
George R. Cooper*				278			278
Louise S. Freeman*				266			266
Constance K. McEhrain*				321			321
Sarah Willard*				281			281
Timothy M. Cummings				218			218
Timothy J. Horgan				228			228
William G. Poehler				275			275
Write-ins				1			1
TOTAL				3,030			3,030
PRECINCT 5							
TOWN MEETING - 3 YR (8)							
Blanks					944		944
Richard P. Burthart*					384		384
John J. Hanley*					405		405
Catheryn Lee*					414		414
David Webster Potts*					383		383
Mark W. DeCost					413		413
Roland E. Deshamais					390		390
Write-ins					7		7
TOTAL					3,360		3,360
PRECINCT 6							
TOWN MEETING - 3 YR (8)							
Blanks						878	878
Richard H. Howard*						393	393
Thomas C. Killilea*						371	371
Karen A. Moyer*						366	366
James Tigges*						402	402
Florence L. Carow						350	350
Kristin A. Norwood						365	365
Write-ins						28	28
TOTAL						3,162	3,162

The polls were open at 8:00 A.M. at the Burlington High School. All precinct workers were sworn in by the Wardens, machines and ballot boxes were all checked, memory packs were sealed, and all counters were set at zero. The polls closed at 8:00 P.M.

Wardens:	Votes Cast	Registered Voters	%
Prec. 1 Mabel Nevins	550	2,638	20.8%
Prec. 2 Marjorie Pearson	287	2,014	13.3%
Prec. 3 Paula Davis	535	2,548	21.0%
Prec. 4 Patricia Stanford	505	2,253	22.4%
Prec. 5 Joan Hastings	580	2,414	23.2%
Prec. 6 Elmer Larson	537	2,431	21.7%

The above figures includes 155 Absentee Ballots cast by precinct as follows: 1=33, 2=18, 3=23, 4=31, 5=29, 6=24.

VOTER PROFILE:	AGE	TOTAL	%
	18-30	110	3.7%
	31-40	382	13.0%
	41-50	685	22.6%
	51-60	587	19.3%
	61-70	624	21.2%
	71-80	460	16.3%
	80+over	118	3.9%
	Total	2844	100%

WEATHER: AM 40's cloudy, PM sunny

Attest:

Jane L. Chew
Jane L. Chew, CMC
Town Clerk

ARCHIVES

On May 10, 1999, Town Meeting adopted general bylaw 7.1, which established the Records Management Program. Between September 1, 1997 and July 1, 1999, the archivist/records manager was part-time.

The purpose of the program is to serve the public, preserve and protect Burlington history, and to perform our legal records management obligations. Per the general bylaw, the program goals are to: create accurate, complete, and necessary records; effectively administer information resources; organize, preserve and provide easy access to records in a variety of media; transfer inactive/permanent records to the Archives; and to legally dispose of obsolete records. The bylaw also established the Records Management Commission and the position of archivist/records manager.

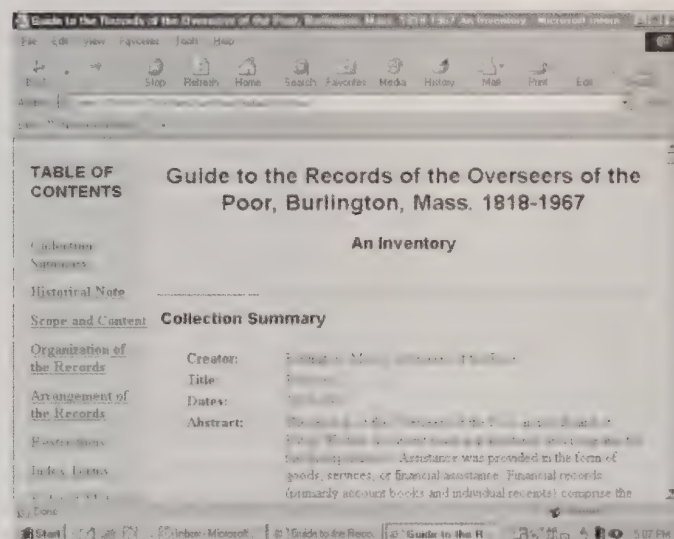
Other municipalities have continued to express strong interest in our program. The Archivist made formal presentations at the Essex National Heritage Area conference and the New England Archivists conference, as well as an informal presentation for the Cambridge Archives Committee and city of Cambridge executive officers. During the last year, we received at least ten inquiries from other communities, which resulted in three visits.

Internal and external use continued to increase. This calendar year the Archives processed at least 350 internal requests and 213 public requests. This represents a 45% increase for internal requests and 332% increase for external requests; overall, reference requests increased 51%. Departmental use of centralized storage space also increased: 202 cubic ft. (approximately 162 boxes) were transferred from 12 different departments and the Archivist processed 12 accessions for the Burlington Historical Commission.

Progress was made on many of the programs' goals and objectives. The Archives continued to gain physical and intellectual control of town records, an archival phrase that means locating the format, quantity, location, content, origins, and arrangement of information. A record survey was completed for the Police Department, a total of 521 cubic ft. (approximately 417 boxes).

The Archives also made progress on EAD (Encoded Archival Description) encoded electronic finding aids.

Finding aids lead users to information from and about archives, and may include general or subject guides, descriptive inventories, series listings, accession registers, card catalogs, special lists, shelf lists, box lists, and indices. Finding aids for electronic records include software documentation and documentation information.



EAD encoded electronic finding aid for the Overseers of the Poor and Board of Public Welfare, 1818-1967.

EAD is a national standard, an SGML DTD (Standard Generalized Markup Language Document Type Definition). The Archives creates finding aids in XML (Extensible Markup Language, a subset of SGML) and uses a freeware program to convert XML encoded finding aids and style sheets to an HTML (Hypertext Markup Language) file, which is published on the Archives' web site. The advantage is that SGML, XML, and EAD are standards that provide descriptive content about the information, whereas HTML only provides formatting. This year we completed finding aids for the Library, Growth Impact Committee, and Overseers of the Poor. The Archivist completed shells for 56 other finding aids and hopes to finalize finding aids for the Town Clerk and Assessor in the near future.

Electronic finding aids provide more searchable content and context for distributing electronic surrogates; the online Image Collection (RG123) provides a good example. This year we hope to link two indices, the Town Meeting minute index, 1980-1992 and town deeds, 1769-present, to the Town Clerk's finding aid.

STUDENT GOVERNMENT PARTICIPANTS			
	5/13/91	13	252
TOWN COUNSEL APPROVAL			
Special town council approval of M.C. Stephen D'Amico for landlocked lot	5/14/90	14	186 4
TOWN MEETING			
A resolution of chapter 61B of the Acts of 1973, an act to clarify the scope of the	9/9/92	14	275 10
A resolution of chapter 61B of the Acts of 1973, an act to clarify the scope of the	9/9/92	14	275 10
TRAFFIC			
See also Resolution			
WASTE MANAGEMENT			
Resolution of the Board of Selectmen (RES. 14) in connection with the Board of Selectmen	5/18/92	14	264 1
Resolution of the Board of Selectmen (RES. 15) in connection with the Board of Selectmen	5/18/92	14	264 8
Resolution of the Board of Selectmen (RES. 16) in connection with the Board of Selectmen	11/6/92	14	282 1
WILL, ACCEPTANCE OF			
Marshall Records	1/10/93	13	136 2
Marshall Records	5/9/93	13	176

Index of Town Meeting votes, 1980-1992. As indices are completed, they will be linked to the departmental finding aid.

This year the new cemetery index served its first analytical use. Additional statistical reports were designed for Department of Public Works and electronic updates of the database are regularly delivered to DPW. The Archivist also designed a license database for the Board of Selectmen's office. The database automates license production and provides a license log, which is required by law.

Another goal of the program is to increase awareness and understanding about archives, records, and Burlington history. This year the following publications were published and made available on the Archives' web site:

- *Harvesting Our Heritage: the Burlington Barns Project*, written for the Burlington Historical Commission and the Francis Wyman Association.
- *History Trail 1: Burlington/Wilmington/North Woburn: 1600s-1835 Local Industry History Trail*, which includes information on Clapp's Mill and how the site is linked to regional historical treasures.

We are pleased to report the first major publication of the Archives' Image Collection (RG123). This year Burlington High School history teacher, Robert J. Costa, completed an Arcadia Press Images of America guide for Burlington, utilizing images from the Fogelberg Collection, Crawford Collection, and Historical Commission Collection. For more information on ordering or publishing images, see the Archives' web site or contact the Archivist.

The Archives continued to collaborate on exhibits with the Burlington Historical Commission. The Archives helped research and write text, and reproduced images for four museum exhibits. The Archives also prepared an exhibit on the history of the town halls for the Burlington Town Hall.

We continued ongoing maintenance of the Records Management Program. Approximately 30 cubic ft. of records were destroyed (approximately 24 boxes) and 202 cubic ft. (approximately 162 boxes) were transferred to the Archives from 12 different departments. The Archivist also processed 12 accessions for the Burlington Historical Commission, as the Archivist provides museum registration for new accessions.

This year the Archives developed and implemented a basic records management training session and training literature. The three-hour session was presented eight times, and was attended by 36 individuals from 15 departments. The following guides were distributed and are now available on the Archives' web site:

- *RM Guide #1: What's Archival?*
- *RM Guide #2: Email Management*
- *RM Guide #3: Legal Acceptance of Records in an Electronic Environment*
- *RM Guide #4: Board and Committee Minutes on the Web*
- *RM Guide #5: FAQ Regarding Public Record Requests and the Open Meeting Law*
- *RM Guide #6: Short Guide to Email Management*

We are still chipping away at the microfilming backlog. Fifty cubic ft. (approximately 40 boxes) of Treasurer's earning records were microfilmed and eye-readable targets were prepared for approximately 50 more cubic ft. (approximately 40 boxes).

The Archives is here to serve the town of Burlington and its citizens. We are located in the basement of the Town Hall and accept requests by phone, fax, email, and mail. Although an appointment is not required, it is advisable to call first, just to make sure the Archivist is on-site. If the Archivist is off-site, please see the Town Clerk's office. The Archives is open 8:30 am - 4:30 pm and is typically closed from 12:00 pm - 1:00 pm for the lunch hour. The Archives is also open the second and fourth Thursday until 6:30 pm.

It is with regret that I tendered my resignation effective February 8th. The decision was not an easy one, but after careful consideration, I accepted a new position. Over the

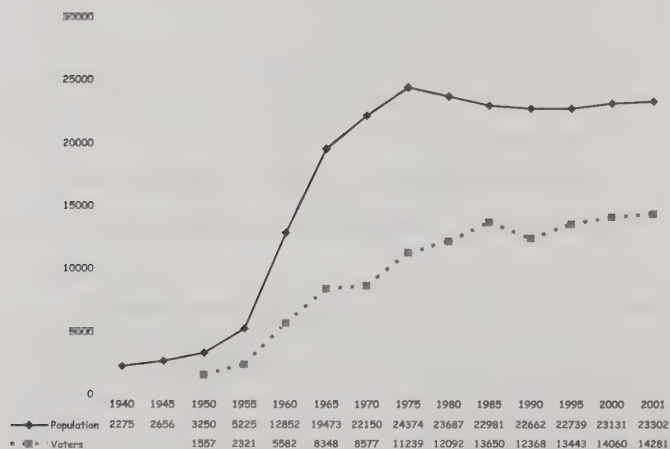
last four and a half years, I have become very fond of Burlington and its history, and I look forward to future collaborations with the Burlington Historical Commission. I want to thank the community for their support and for the opportunity to help develop this program. The associations made during my employment have been very memorable and I will remember these years fondly.

Respectfully submitted,

Lisa A. Plato, CA
Archivist/Record Manager

BOARD OF REGISTRARS

POPULATION/REGISTERED VOTERS (March): Based on Annual Town Census



629 — # of residents registered and added to the rolls

1118 — # of residents dropped from the rolls

232 — # of voters placed on the inactive rolls

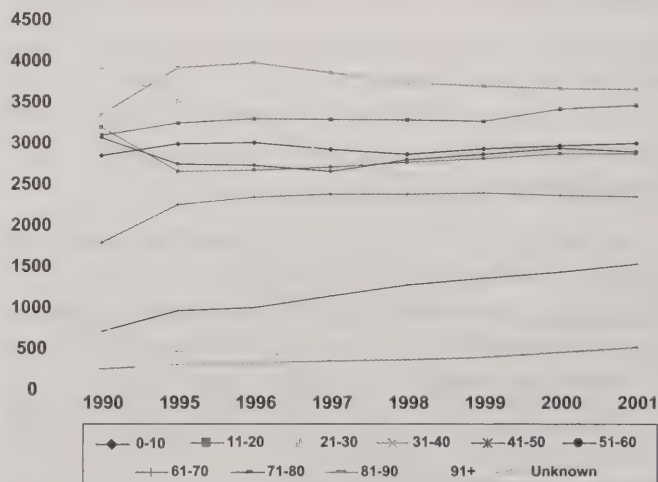
2242 — # of persons eligible but not registered

87% — eligible residents registered to vote

Population Trends

Age Group									Since
	1990	1995	1996	1997	1998	1999	2000	2001	1990
0-10	2815	2955	2970	2885	2825	2892	2931	2963	5.3%
11-20	3160	2620	2633	2675	2735	2778	2833	2837	-10.2%
21-30	3889	3476	3272	2799	2595	2497	2500	2440	-37.3%
31-40	3311	3877	3941	3821	3701	3654	3624	3620	9.3%
41-50	3062	3208	3259	3256	3248	3230	3378	3424	11.8%
51-60	3031	2712	2696	2619	2758	2830	2905	2859	-5.7%
61-70	1756	2220	2303	2345	2346	2357	2325	2315	31.8%
71-80	672	926	966	1102	1238	1320	1398	1495	122.5%
81-90	220	270	283	312	331	357	417	474	115.5%
91+	24	34	32	37	47	50	75	84	250.0%
Unknown	722	442	219	814	859	884	745	780	
Total	22662	22740	22574	22665	22683	22849	23131	23301	+2.8%

Age History Chart



Respectfully submitted,

Robert J. Macdonald, Chair

Jane L. Chew

Jeanne S. Ganley

Patricia A. Larson

POLICE DEPARTMENT

Departmental Roster

CHIEF OF POLICE

Francis Hart

CAPTAINS

Barry Solomon

George Devlin

LIEUTENANTS

Alfred Sciuto

Walter Bevis

Carleton Boutwell

William Faria

SERGEANTS

Gerald Mills

John Walthall

Ralph Patuto

Thomas Duffy

Richard Sheppard

Glen Mills

Stephen O'Meara

Michael McDade

Robert Kirchner

PATROL OFFICERS

Charles Chicarello

Christopher Priest

Robert Aloisi

Paul Anderson

William Duffey

Robert Healey

Frank Nardone

Edward Mackey

Barry Cosgrove

Michael Debye

Kevin Rogers

Richard Hanafin

Michael Joyce

Harry Sawyer, Jr.

Gary Burdick

Charles Ferguson III

Stephen Cross

William Preston

Spiros Tsingos

Thomas Fournier

Gary Redfern

Anne Marie Browne

Kenneth Reynolds

Kevin Cooney

Timothy McDonough

Timothy Kirchner

James Tigges

David McLean

Bernard Schipelliti

Albert Gagne

Daniel Houston

Paul Glejzer

Gregory Skehan

Robert Aloisi, Jr.

Keith Sheppard

Joseph Papsedero

Lyn Reynolds

John Thompson

Timothy Filep

Stephen Papagno

Ivette Thompson

William Soda

Dennis Thompson

Robert Downer

Thomas Sullivan

Thomas Browne

CLERICAL STAFF

Ann Johnedis

Barbara Cunningham

Catherine Devaney

TRAFFIC SUPERVISORS/MATRONS

Helen M. Bulman – Head Traffic Supervisor

Helen Dignan

Carol Santoro

Nancy Bibbey

Marie Reinold

Maureen Robillard

Carol Jangro

Carol Goodwin

Christine DeSantis

Claire Hogaboom

Janet Testa-Fox

Eileen O'Meara-Barnard

Kristen Culleton

CIVILIAN DISPATCHERS

Gail Fay

June Connolly

Sharon Srabian

ANIMAL CONTROL OFFICER

Gerry Mills, Jr.

Introduction

I am pleased to present my first Annual Report as your new Police Chief. As I write this two weeks after being appointed, I can't help but wonder what it will be like writing next year's report. It is very exciting to think about the possibilities. I am currently in the midst of participating in one-on-one interviews with each employee of the department, sworn and civilian, in order to solicit their input as to what kind of department this should be going forward. I am committed to an open, fair and consistent department, with an emphasis on service and accomplishment. I encourage people and businesses in the community to consider partnering with us. Collaboration is a key component of the community policing philosophy. If you have specific concerns, please contact me by phone, or at franhart@burlmass.org.

Crime Overview

The chart below summarizes the changes from 2000.

Crime Comparison - 2000 vs. 2001

	2000 TOTALS	2001 TOTALS	CHANGE
Homicide	0	0	N/C
Robbery	10	8	-20%
Rape	0	0	N/C
Assault (Aggravated & Simple)	72	76	6%
Larceny	780	750	-38%
Narcotics Violations	23	7	-70%
Burglary	79	42	-44%
Auto Theft	48	60	25%
TOTALS	982	943	-4%

NOTE: Percentages rounded to nearest whole number.

Traffic Enforcement

Our Traffic Division increased its presence in 2001, trying to respond to as many citizen concerns as possible. We received many positive comments about the work the Traffic Division is doing. Sergeant William Faria heads this division, which includes Officers Bernie Schipelliti, Michael McDade and Kevin Cooney. We tried some new programs, including "positive enforcement" where operators were acknowledged for driving behavior that was safe and courteous.

The following chart shows the top five violations cited, with comparisons to 2000:

Violation	Charges Cited 2000	Charges Cited 2001
Speeding	2,882	3,086
Red Light	893	1,035
Seatbelt Violation	1,449	961
Sign Violations (U-Turn, Do Not Enter, etc.)	574	618
Stop Sign	204	483

Grants

Grants present wonderful opportunities for police departments to acquire technology, equipment and training otherwise unavailable through our operating budgets. In 2001, we were again very active in pursuing grants: \$48,750 for Community Policing activities, \$15,000 in Block Grants for a Reverse E-911 system, which will be used for emergency resident notifications, \$50,000 for the Horizons for Youth after-school program, \$25,000 for records management software upgrade, \$25,000 for mobile data/wireless technology, \$7,500 for traffic enforcement and education, \$2,000 for portable breath testing equipment, \$15,000 for the D.A.R.E. program and \$3,300 for a ROPES course – a course designed to promote team-building and self-confidence at the high school level. In total, we received \$191,550 in grant money in 2001.

Activities and Accomplishments

Activities

Officers Bernie Schipelliti and Kevin Cooney continued to promote Burlington as a leader in child seat safety by conducting another successful Safety Seat Checkpoint at the Burlington Mall. Over 400 seats were inspected last year through this event as well as ongoing in-house safety checks by appointment. If you would like a seat checked and adjusted, please call to schedule an appointment.

The annual Christmas dinner for the senior citizens was held. It was a highly attended and successful event. Captain Barry Solomon, Lieutenant Al Sciuto and Officers Paul Anderson and Dennis Thompson volunteered their time to make the event even better than last year.

The D.A.R.E. program continued to reach out to the community, hosting notable events such as D.A.R.E. Day and the D.A.R.E. Fun Walk. New this year was the after-school program known as Horizons for Youth. This program attempts to provide meaningful activities for students in middle school, in partnership with the Marshall Simonds Middle School and Shawsheen Valley Technical High School. The mainstay of the D.A.R.E. program, education in the schools, continued to reap praise from parents and students alike. One only needs to attend one of the D.A.R.E. graduations to see the look of pride and accomplishment on the faces of children and parents alike.

Accomplishments

Officers made some noteworthy arrests during the year. Officer Thomas Browne arrested a suspect burglarizing a Mall Road restaurant. Officers Spiros Tsingos, Officer Joseph Papsedero and other officers arrested several suspects for the thefts of several laptop computers. This had been a huge problem prior to the arrest. Three suspects were charged in the stabbing of a juvenile at a local apartment complex.

Officer Bernie Schipelliti was named Officer of the Year by *Mothers Against Drunk Driving*, a well-deserved honor.

Officer Anne Marie Browne distinguished herself by advancing the fight against domestic violence through her diligent attention to victims and her relentless follow-up.

Officers Robert Kirchner and Bernie Schipelliti certified the entire department in traffic radar enforcement, while Sergeant Thomas Duffy and Officer Michael Debye conducted department-wide firearms recertification.

Officer James Tigges, our scheduling officer, completely revamped the payroll system and devised new methods to streamline our accounting system.

Future Direction

During 2001, the department faced some difficult hurdles. The casual observer might wonder, based on some newspaper articles, if all is well. The good news is that the dedication and professionalism of our employees saw them through these obstacles. I can assure the residents that service to the public remains paramount. There are many, many talented people here ready to assist you. We will have many new goals in 2002 and I look forward to reporting on them in next year's report.

Acknowledgments

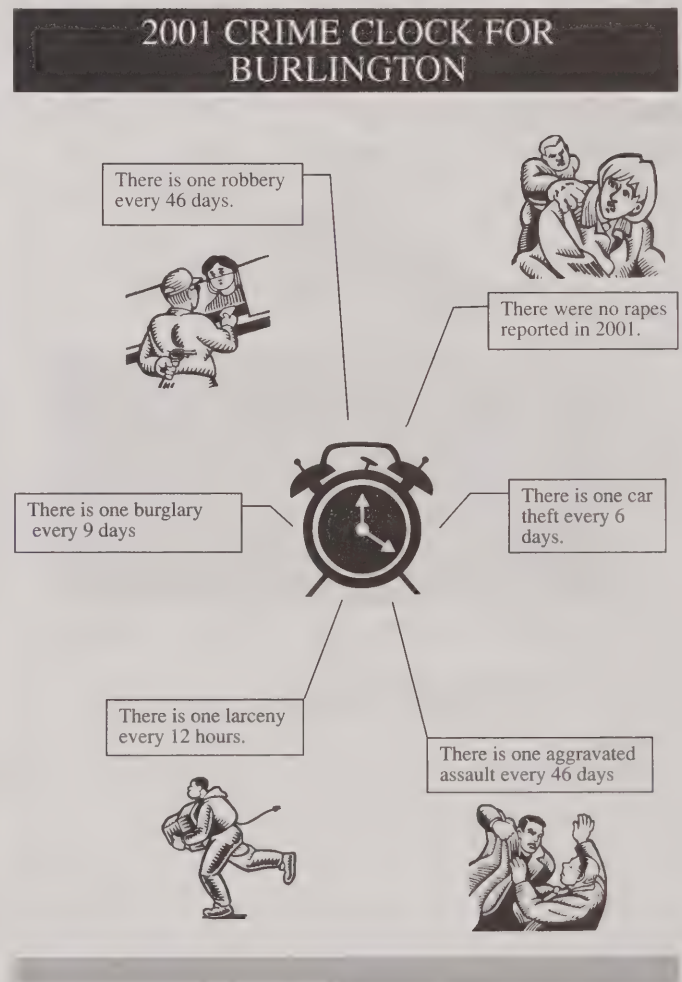
It is with sadness that we report the passing of retired officer Andrew Reilly. Andy was a familiar sight at the police station for many years and was well liked by all. He usually had a story to tell you and would often make you laugh. In lighter news, we congratulate Officer Glen Mills, who was named an Acting Sergeant, and Officer Kevin Rogers who was selected as our Impact Officer. We wish a happy retirement to Officer Richard Glejzer and Dispatcher Alma Venditti, who retired after many years of devoted service.

I must pay special tribute to Captain Barry Solomon. Captain Solomon served as Acting Chief for 14 months. He took the reins during a difficult time and was able to keep the department focused. He was also a good friend to me, and ready to offer advice and guidance. Thank you Barry!

Special thanks to all those who helped us throughout the year, especially Town Administrator Robert Mercier, Assistant Town Administrator Larry Rittenberg, Human Resources Director Anne Marie Tucciarone-Mahan and Selectwoman Juliet Perdichizzi, who served as the Board of Selectmen's police subcommittee. We welcome Selectman Kevin McKelvey as the new representative.

Respectfully submitted,

Francis Hart
Chief of Police



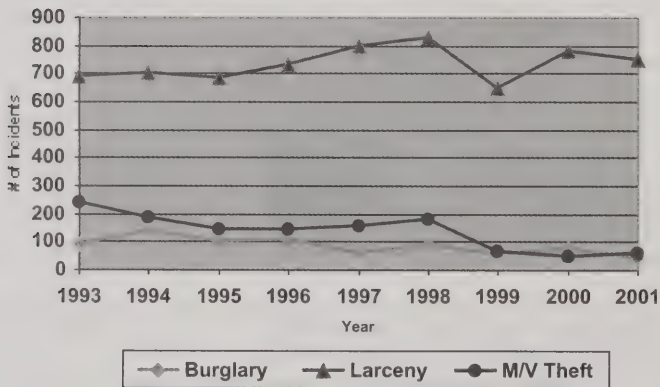
Index Crimes

Index Crimes are those crimes generally regarded as the most serious offenses that police departments report on. They include four crimes against persons (murder, forcible rape, robbery and aggravated assault) and three crimes against property (burglary, larceny and motor vehicle theft).

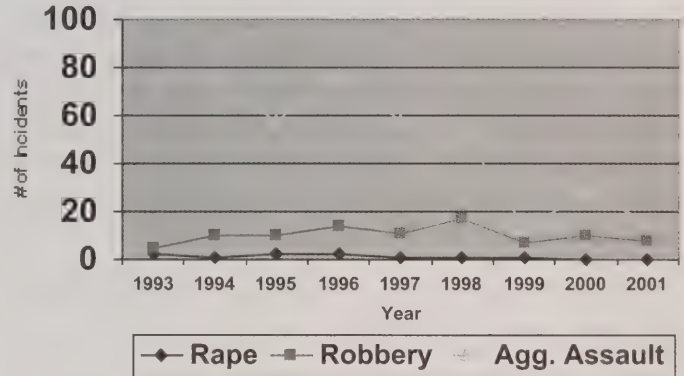
The following chart shows the totals for and comparison between 2000 and 2001:

Crime	2000	2001	% Change
Murder	0	0	N/C
Rape	0	0	N/C
Robbery	10	8	-20%
Aggravated Assault	18	8	-56%
Burglary	79	42	-47%
Larceny	780	750	-4%
Auto Theft	48	60	25%
Total Violent	28	16	-4%
Total Property	907	852	-6%
TOTAL - ALL	935	868	-7%

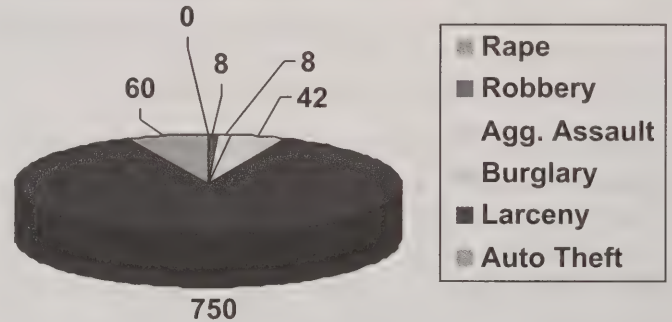
Property Index Crimes - 1993 - 2001



Violent Index Crimes - 1993 - 2001



Total Index Crimes - 2001



Arrest Activity - 2001

Arrests in 2000: 202 Arrests in 2001: 236
Percentage Change: 16.8%

The total number of arrests for the year was 236. Breakdowns by different categories are listed below.

Historically, the majority of arrests involve more males than females. In 2001, this was no exception, as the chart below indicates:

Arrests by Sex	
Males	Females
176	60

Arrests are typically distributed across the three working shifts in an uneven manner. The evening shift (4 P.M. - Midnight) usually has the most arrests, because it is usually the busiest shift. Here is the breakdown:

Arrests by Shift

Day	Evening	Night
(8/4)	(4/12)	(12/8)
38	142	56

The busiest days for arrests in 2001:

Arrests by Day of Week

Friday	48
Thursday	41
Sunday	40
Saturday	32
Wednesday	29
Tuesday	26
Monday	20

"Arrest statistics are perhaps the most used and most abused of objective measures."

— Local Government Police Management
3rd Edition, 1991

When looking at the frequency of arrests by month, it is interesting to see where the peaks and valleys are:

Arrests by Month

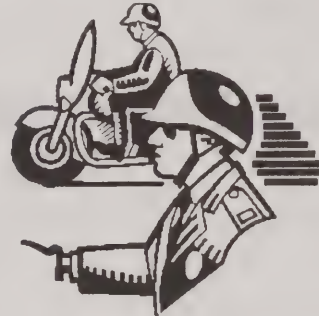
October	28
July	25
November	24
December	24
April	23
January	20
September	20
February	15
May	15
June	14
March	14
August	14



More people are arrested from Burlington than anywhere else. Here are the top locations from whence our arrestees come:

Burlington	85	Out of State	8
Woburn	20	Lynn	8
Boston	17	Arlington	5
Lowell	15	Revere	5
Billerica	15	Malden	4
Somerville	12		

Criminal Summons Issued 171



Offenses Charged During Arrests

A & B	32
A & B on Police Officer	8
A & B, Dangerous Weapon	4
Abandoning M/V	1
Armed Robbery	1
B & E, Night, Day-Felony	2
B&E, Daytime, Misdemeanor	10
Credit Card, False, <= \$250	2
Defective Equipment	6
Disorderly Person	5
Failure to Display Insp Sticker	2
Failure to Obey Traffic Sign	4
Failure to Signal	1
Failure to Use Care Starting/Stopping	1
False Name & Address to Police Officer	4
Forgery	3
Fugitive from Justice	1
Indecent A & B Person 14+	2
Larceny from Building	1
Larceny of M/V or Trailer	1
Larceny of Property, > \$250	39
Leaving Scene, Property Damage/or P.I.	16
License not in Possession	4
Littering	2
M/V Homicide w/neg. oper.	1
Marked Lanes	5
Not Duly Licensed	2
Operating after Revocation	18
Operating after Revocation of Registration	15
Operating after Suspension	52
Operating after Suspension for OUI	2
Operating M/V without Seatbelt	15
OUI – Drugs	6
OUI – Liquor	32
Possession Class A Drugs	1
Possession Class D Drugs	9
Possession Class E Drugs	1
Rape/abuse child <16	1
Receiving Stolen M/V	1
Receiving Stolen Property, > \$250	13
Shoplifting – All Forms	33
Stop Sign/Traffic Sign Violation	7
Uttering	8
Warrants – All Types	73

A & B Indecent Under 14, Injury	1
A & B Domestic	7
A & B, Elder 60+ Years	0
Attaching Plates	10
B & E, Night, Misdemeanor	1
B & E, Motor Vehicle	8
Buy/Receive/Etc. Stolen M/V	1
Commit a Crime-Threat Of	2
Credit Card, False, > \$250	2
Disturbing the Peace	3
Failure to Drive within Marked Lanes	3
Failure to Keep Right	8
Failure to Stop for Police Officer	8
Failure to License Dog	5
Failure to Yield to Vehicle on Right	1
Following Too Closely	1
Hypodermic Needle/Syringe	2
Kidnapping	1
Lewd & Lascivious	1
Larceny of Credit Card	1
Larceny of Property, <= \$250	2
Malicious Damage, > \$250	19
License Restriction Violation	5
Make/Use/Sell False Liquor ID	1
Minor Transporting/Possessing Alcohol	25
Operating after Revocation for OUI	5
Operating M/V without License	1
Operating after Suspension, 2nd Offense	4
Possession Burglarious Tools	5
Operating to Endanger	5
Open Container in M/V	1
OUI – One Prior Offense	6
Possession Class B Drugs	1
Possession Class D Drugs – 2nd Offense	1
Receiving Stolen Property, <= \$250	9
Red Light Violation	13
Speeding	49
Trespassing	6
Uninsured/Unregistered M/V	51
Violation Restraining Order	10
Weaving between Lanes	2

Note: Not each offense is necessarily arrestable by itself. Many offenses are part of a multiple-charge arrest. No SUMMONS information is included.

Accident Activity – 2001

Accidents in 2000: 1,544 Accidents in 2001: 1,449
Percentage Change: -6.2%

The total number of accidents in 2001 was 1,449 – a 6.2% reduction from 2000, following a 2.4% deduction last year from 1999 totals. The total does not necessarily include accidents that were of a very minor nature (requiring no report) or accidents investigated by the State Police.



Accidents by Day of Week

Friday	256	17.7%
Tuesday	241	16.6%
Thursday	231	15.9%
Monday	211	14.6%
Wednesday	208	14.4%
Saturday	192	13.3%
Sunday	110	7.6%



Accidents by Month

September	85
October	105
November	122
May	106
March	140
June	133
July	125
January	175
February	136
December	126
August	119
April	77

Types of Accidents

Angle	780
Rear End	556
Head-On	63
Other/Unknown	50

Driver Origins

Out of Town	1872
Burlington	612
Out of State	190
Unknown	137

Severity of Injuries

Killed	2
Serious Visible Injury	8
Minor Visible Injury	46
Injury Complaint, Not Visible	137

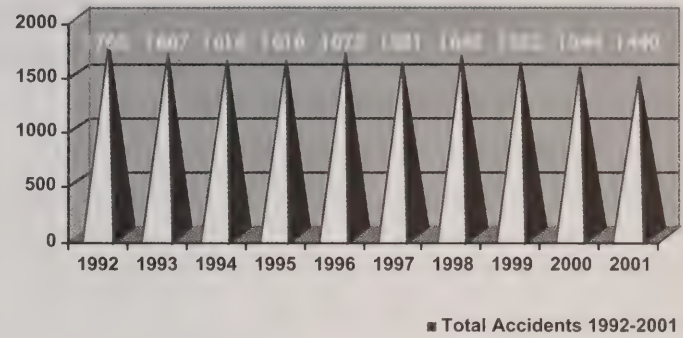
Accidents by Shift

8 A.M. – 4 P.M.	693	47.8%
4 P.M. – Midnight	576	39.8%
Midnight – 8 A.M.	130	9.0%
Unknown/Unreported	50	3.5%

Summary of Locations Where Accidents Occurred

This chart shows locations with ten or more accidents in 2001.

Location	Total Accidents 2001
75 Middlesex Tp (At/near Burlington Mall)	160
Middlesex Tp & Route 128 N	46
41 Mall Rd	35
Route 128 N & Winn St.	34
Cambridge St. & Route 128 N	29
34 Cambridge St.	28
Middlesex Tp & Route 128 S	26
Bedford St. & Middlesex Tp	25
Bedford St. & Cambridge St.	23
Route 128 N & Route 3N	21
Cambridge St. & Route 128 S	20
Middlesex Tp & Wheeler Rd.	20
43 Middlesex Tp	19
Cambridge St. & Wilmington Rd.	17
Cambridge St. & Winn St.	17
Center St. & Winn St.	16
Route 128 S & Winn St.	15
Middlesex Tp & Second Ave.	15
Cambridge St. & Mall Rd.	14
98 Middlesex Tp	13
Cambridge St. & Wayside Rd.	13
1 Cambridge St.	12
Route 128 S & Route 3S	11
Cambridge St. & Francis Wyman Rd.	11
Middlesex Tp & South Ave.	10
Mall Rd. & Middlesex Tp	10



Citation Activity – 2001

Citations in 2000: 6,943 Citations in 2001: 6,445
Percentage Change: -7.2%

The total number of citations written in 2001 was 6,445 – a decrease of 7.2%. Breakdowns by different categories are listed below.

Types of Citations	
Arrest	73
Civil	2,597
Criminal	116
Warning	3,659

Totals above do not match total number of citations because some citations are issued with mixed types.



Top Fifteen Violations Cited During 2001

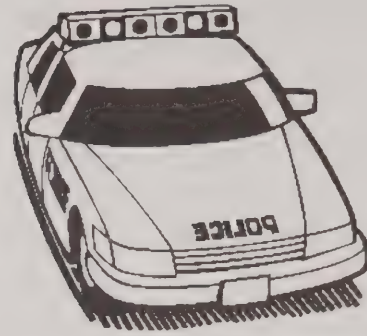
Speeding	3086
Seatbelt Violation	1035
Red Light Violation	961
Sign/U-Turn Violations	618
Uninspected M/V	483
Stop Sign Violations	291
Failure to Obey Traffic Sign	257
Improper Left Turn	199
Defective Equipment	197
Unregistered M/V	195
License Not in Possession	152
Left Lane Restriction	110
Oper after Sus/Revocation	77
Marked Lanes	63
Reg. Not in Possession	62

"Enforcement action is the principal tool used by the police to reduce the number and severity of accidents."

*Local Government Police Management
3rd Edition -1991*

Violations by Month

September	642
August	636
April	632
May	611
January	577
June	576
February	555
November	511
December	498
March	409
October	407
July	391



Top Fifteen Locations For Citations

279 Cambridge St.	374
Cambridge St & Wall St	197
Pine Glen Way & Wilmington Rd	190
369 Cambridge St	188
Peach Orchard Rd & Winn St	181
344 Cambridge St	181
Cambridge St. & Francis Wyman Rd	165
Middlesex Tp & South Ave	147
Cambridge St. & Church Ln	139
Cambridge St. & Kinney Ave	137
Mall Rd. & Middlesex Tp	129
Cambridge St. & Rt 128 S	129
Cambridge St. & Mall Rd	123
Middlesex Tp & Wheeler Rd	122
Meadow Rd. & Middlesex Tp	101

Incident/Service Activity – 2001

Total for 2000: 23,701 Total for 2001: 25,949

Percentage Change: 9.5%

Incidents/Calls for Service increased to 25,949 – an increase of 9.5%.

911 Call	5,397
Abandoned M/V	54
Alarm	2,361
Ambulance Request	1,008
Animal Bite	10
Animal Complaint	573
Animal Control Activity	60
Animal/Dead	119
Assault/In Progress	7

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Assault/Past	54	M/V Burglary	97
Assist Other Agency	183	M/V Fire	24
Assist Public	406	M/V Recovery	74
ATV/Dirt Bikes	43	M/V Stop	2659
Bomb Threat	5	M/V Theft	87
Brush Fire	6	Malicious Damage/In Progress	10
Burglary/Attempt	10	Malicious Damage/Past	330
Burglary/In Progress	2	Missing/Found Person	11
Burglary/Past	30	Missing/Found Property	147
Bylaw Violation	16	Noise Complaint	211
Child Abuse/Neglect	4	Notification	59
Civil Complaints	48	Obscene/Annoying Phone Call	21
Deaths – Unattended	4	Officer Complaint	5
Disabled M/V	782	On-The-Job Injury/Exposure	7
Disturbance	297	Open Door/Window	85
Domestic/In Progress	100	Paper Service	228
Domestic/Past	34	Park & Walk	25
Driving To Endanger/In Progress	1	Parking Complaint	196
Driving To Endanger/Past	87	Personal Medical Alarm	6
Drug Complaint	7	Police Information	378
Escort	38	Prisoner Release	188
Explosion	5	Protective Custody	34
Exposer	7	Psychological/Suicide Threat	27
Fight/In Progress	45	Repossession	23
Fire	161	Road Debris	79
Fireworks	21	Road Hazard	319
Flim-Flam	17	Robbery/Past	4
Found Animal	34	Robbery/Progress	5
Found Person	3	Runaway	4
Found Person	11	Safety Officer Activity	253
Found Property	83	Sexual Assault	3
Gas – Leak/Smell	47	Snowmobile/ATV Accident	4
Gunshots	8	Suspicious Activity	385
Harassing Phone Calls	73	Suspicious M/V	421
Harassment	58	Suspicious Person	278
HazMat Complaint	34	Theft/In Progress	34
Investigation	161	Theft/Past	683
Juvenile	30	Threats/In Progress	6
Kidnap/Abduction	1	Threats/Past	89
Liquor Violation	4	Traffic Assignment	1,933
Lockout	620	Traffic Control	76
M/V Accident/Cruiser	13	Traffic Signals Out	196
M/V Accident/Hit & Run	239	Trespass/In Progress	10
M/V Accident/No Personal Injury	721	Trespass/Past	4
M/V Accident/Past	78	Uttering	26
M/V Accident/Personal Injury	157	Vehicle Complaint	176
M/V Accident/Unknown	171	Warrant Arrest	73
		Water Leak	65

Weapons Complaint	6
Well-being Check	140
Wires Down	352
Youth Complaint	337

NOTE: Calls listed above represent events entered into our log. They will not always match when compared to other specific statistics listed in this report. This is due to a number of reasons including differences in interpreting calls, changes in call status, etc. 911 calls listed above include all calls made over the E-911 lines, but not every call is counted in the statistics by month, shift etc. because of hang-ups, duplicates, etc..

Calls by Shift

Midnight – 8 A.M.	9,327	42.2%
8 A.M. – 4 P.M.	4,261	19.3%
4 P.M. – Midnight	8,488	38.4%

Calls by Month

May	1,943
August	1,941
June	1,853
July	1,847
April	1,816
September	1,778
January	1,769
February	1,746
November	1,745
December	1,739
October	1,716



Summary of Locations Where Calls For Service Originated

75 Middlesex Tp (Mall)	1,524	Middlesex Tp & Terrace Hall Ave	116
41 Mall Rd (Lahey Clinic)	250	Bedford St & Cambridge St	113
34 Cambridge St (Crossroads)	229	Peach Orchard Rd & Winn St	112
43 Middlesex Tp (Expo Mall)	208	369 Cambridge St (Billerica Line)	110
Cambridge St. & Route 128 N	174	Mall Rd & Middlesex Tp	104
123 Cambridge St (High School)	165	85 Wilmington Rd (Plaza 62)	104
279 Cambridge St (Colonial Park)	158	Cambridge St & Route 128 S	103
Cambridge St & Mall Rd	156	Cambridge St & Francis Wyman Rd	103
1 Mall Rd (Marriott)	144	Out of Town/45 Center St	102
Middlesex Tp & Route 128 N	141	Middlesex Tp & Wheeler Rd	99
Cambridge St & Winn St	135	Middlesex Tp & Route 128 S*	96
Cambridge St & Wilmington Rd	123	26 Beacon St	92
Middlesex Tp & Second Ave	123	Route 128 N & Winn St	90
42 Mall Rd (Longmeadow Pl)	116		

This chart shows all locations where at least 90 calls originated.



Summary of Locations Where Cars Are Stolen (Minimum of 2)

Burlington Mall	29	Lahey Clinic	3
Cambridge St.	9	Marriott Hotel	2
Middlesex Tp.	3	Arboretum Way	2
Blanchard Rd.	3	Winn St.	2

FIRE DEPARTMENT

Department Roster

FIRE CHIEF

Paul Thibault

ASSISTANT FIRE CHIEF

VACANT

CAPTAINS

*Kevin Browne	*William Devereaux
*Scott Carpenter	*Michael Nolan

LIEUTENANTS

*Alfred Brabant	*George Creamer	*Michael Patterson
Lee Callahan	*Michael Hanafin	*John Skinner
*John Corbett	*Steven Yetman	

FIRE PREVENTION/INSPECTION SERVICES

Captain Edward Costa
Lieutenant *Charles White

CLERICAL STAFF

Joanne Arbing	Mary Fay	Karen Carlson
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FIREFIGHTERS

*Gary Arbing	*Ronald Kullman
*Michael Bibbey	*Gerard Letendre
*James Browne	*Donald MacDonald
*Timothy Browne	*Peter McAnespie
*William Callahan	*Paul McLaughlin
*Kevin Canty	*Edgar McLean
Gary Cauldwell	*Steven McLean
*Mark Cedrone	*Nicholas Menkello
*Clifford Comeau	*Robert Paul
*Andrew Connerty	*Scott Perry
*Sean Connors	*Kevin Pollicelli
Thomas Corbett	*John Price
Michael Donahue	*Michael Runyan
*Kurt Duprez	*Mark Saia
*Louis Falzarano	*Leonard Sawyer
*Michael Fontannay	*James Sherman
*Gerard Hanafin	*James Sorenson
*John Hanafin	*David Sullivan
*James Hapenney	*Paul Sullivan
*Richard Hovasse	*Fred Williams
John Hunt	

EMERGENCY VEHICLE TECHNICIAN

G. Thomas Lee

CIVILIAN DISPATCHERS

*Elaine Carpenter	*Timothy Hovasse
*David Richardson	*Nicole Runyan

*Department EMTs



FIRE CHIEF

This past year was very eventful with everything that took place throughout the world. The year began with the loss of a pumping engine (Engine 4), which was not replaced. The remaining three pumping engines (Engine 1, 2 & 3) are the front-line engine companies used daily to respond to emergencies. Having no backup, we were able to borrow a pumping engine from the City of Newton (Newton Engine 16) to provide backup to our front-line engine companies when placed out-of-service for repairs and maintenance. We ended the year with Newton Engine 16 still on loan.

The advanced life support (ALS) services provider, Armstrong Ambulance Service (Armstrong), notified us of changes in Medicare reimbursements effective January 1, 2001 and the impact it would have on ALS services they were providing. The change affected the amount that the provider would receive from Medicare and therefore, would no longer provide the Town with reimbursement for transporting the patients (\$50,000.00 to \$60,000.00 annually). This not only affected Burlington. It also affected the 11

communities in the consortium. These communities together sought other providers as a temporary measure to maintain the ALS level of Emergency Medical Response service provided by Armstrong. Together, a plan of action was developed to provide local-based ALS service out of Fire and Police Departments. Knowing that it would take several years to fully implement community-based ALS service, several communities began programs for implementation almost immediately. Each community chose a temporary provider, with Burlington remaining with Armstrong, while some of our neighboring communities went with Action Ambulance Service. Burlington has not yet started any program to implement changes in the Fire Department for ALS service, which was a recommendation of the Fire Department Study done in 2000. The Town and Union are negotiating working conditions and personnel changes to implement a change from Basic Life Support (BLS) service to ALS. We are hopeful that this is completed quickly and an ALS service is provided within the Fire Department, as several of our neighboring communities are already well into the implementation process.

The May Town Meeting approved \$180,000.00 for the replacement of Self Contained Breathing Apparatus (SCBA). This would provide for the replacement of the Fire Department's old units. Funding had been made available through Federal Fire Safety Grants for which we had applied earlier in the year; however, there were no guarantees that we would receive a grant. It was not until August that we received notice that we were recipients of a grant in the amount of \$198,000.00. The original amount requested in the grant was \$220,000.00 of which the Fire Department had to match 10% or \$22,000.00. The grant covered replacement of both the Fire Department and DPW SCBA. During June and July, the Firefighters evaluated different manufactures of SCBA. The preferred choice was Mine Safety Appliances (MSA) brand of SCBA. With that we went to bid and purchased \$220,092.00 worth of MSA SCBA. The bid included fit testing and training for both departments and was completed in December.

The May Town Meeting approved \$35,000.00 for a new command vehicle. We took delivery in August of a 2001 Chevrolet Tahoe. Shift commanders use the vehicle 24 hours a day, responding to both emergency and inspection calls. The new vehicle is equipped with monitor and recording equipment for our thermal imaging cameras in its com-

mand center. It also carries other specialized equipment used by incident commanders at fires, EMS, rescue, hazardous materials or other emergency incidents.

All department members felt the tragedy of September 11, 2001, with many having friends on the New York Fire Department. When it happened, firefighters here and from all around, wanted to respond. We eventually did send members to New York to help with Critical Incident Stress debriefings. The majority of our firefighters were able to attend funeral services for the firefighters lost in the World Trade Center disaster. We should not forget the other disasters; The Pentagon and the other plane crash outside Pittsburgh PA. Emergency personnel from those areas dealt with those tragedies. It will be remembered by all and our prayers go out to all who gave the ultimate sacrifice and the survivors, those who lost so much that day.

Shortly to follow the New York disaster were the bio-terrorism incidents with the release of anthrax through mailed letters. This turned into a nightmare for emergency service providers across the nation. Once it started, we were responding to calls for suspicious white powder in both residences and businesses. All our calls responded to had negative results. Also, all the calls received throughout Massachusetts, proved to have no traces of anthrax to be found. Our Haz-Mat technicians had been trained in bio-terrorism; however, the magnitude of calls overwhelmed us. For several weeks we received calls to investigate suspicious packages and white powder. This was not the only issue before us as, there were constant warnings of possible terrorist attacks. With all that happened, it revealed weakness in our emergency response system with both federal, state and local governments realizing the needs for training and outfitting our first responders, the "Fire Service." We are hopeful that we receive funding for training and equipment in the years to come.

There were two retirements during the year. Lieutenant Donald Robinson started with the Department on April 20, 1969 and was promoted to lieutenant on September 21, 1975. Lieutenant Robinson was an excellent line officer and his expertise will be missed. Lieutenant Paul Gerbrands was appointed to the Department on January 29, 1967, and promoted to lieutenant on October 25, 1970. The last four years he served in Fire Prevention. Lieutenant Gerbrands did an exceptional job in Fire Prevention with plan review and code enforcement. His knowledge of Fire Prevention,

the accomplishments of the Department, Town projects, and history will be greatly missed. We wish them long and happy retirements.

There were three promotional appointments in the rank of lieutenant. Lieutenant Charles White was promoted from fire suppression to Fire Prevention lieutenant. Firefighters Steve Yetman and John Skinner were promoted to lieutenants in fire suppression. To replace the two firefighters we hired Mr. Scott Perry, his dad, Firefighter Raymond Perry, retired in 1997, and Mr. Mark Cedrone. Both began their long careers with the Department on March 20, 2001 when they started their first day as recruit firefighters in the Massachusetts Fire Academy Recruit Training program. They successfully completed the 11-week program, graduating in May 2001, certifying to National Fire Protection Standards as Firefighter I and II.

Respectfully submitted,

Paul Thibault
Fire Chief

AMBULANCE

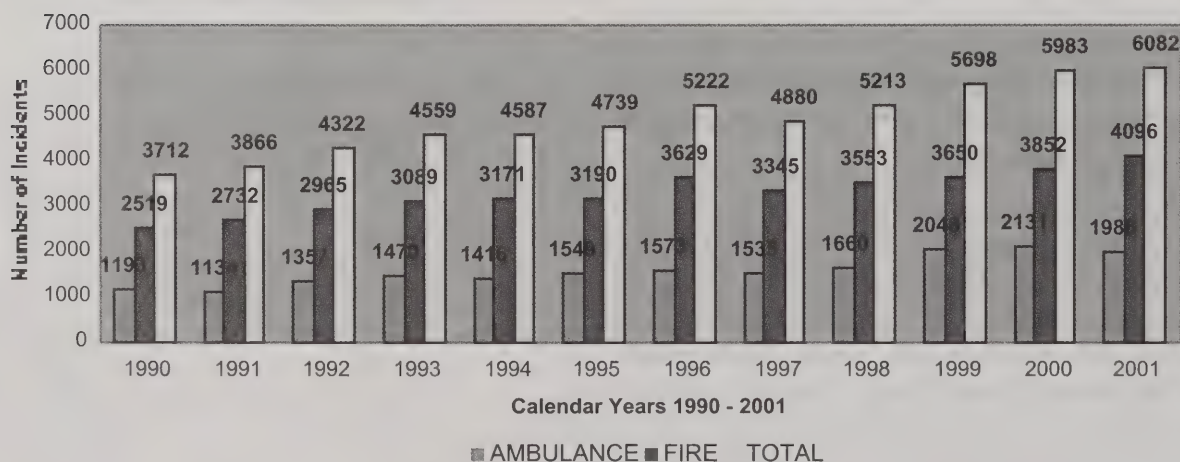
The Burlington Fire Department Ambulances continued to be busy this year responding to approximately 2000 calls for medical aid. With the increase in requests from surrounding cities and towns for mutual aid along with multiple calls from within the Town of Burlington our Ambulance 2 saw a considerable increase in use.

The new defibrillators have now been in service for over a year and we continue to have a high pre-hospital resuscitation success rate.

Hospital closures over the past few years has resulted in massive increases in emergency room visits for local facilities requiring them to go on to "divert" or closure status more than ever before. This results in a unique situation for EMS providers in locating a facility to accept patients. The consequences consist of extended transports requiring the EMS personnel to treat and monitor sick and injured patients for a longer period of time. The increased distance to receiving facilities results in the Ambulance being out of town for an extended period of time.

EMT's and First Responders continue to provide a high standard of care from within the Fire Service, and participate in training programs through the department as well as throughout the state. EMT's are trained and certified in the statewide "Medication Assist" program allowing them to assist patients in taking medications such as Nitroglycerine for chest pain along with breathing medications for Asthma and Respiratory related illnesses. In the coming months all EMT's will be trained in administering

AMBULANCE - FIRE EXPERIENCE RECORD



Town of Burlington

Burlington Fire Department 2001 Report of Incidents by Type of Incident

TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Empty	0	0	0	13	0	0	0	0	0	0	0	0	13
Blank	0	0	0	2	0	0	0	0	0	0	1	0	3
100 Fire, other	0	4	19	2	2	8	8	4	2	2	5	2	58
111 Building fire	8	12	21	2	5	2	0	1	1	2	0	0	54
112 Fires in structures other than in a building	0	0	0	2	1	1	0	2	0	0	1	0	7
113 Cooking fire, confined to container	0	1	1	7	3	3	2	1	2	2	0	1	23
114 Chimney or flue fire, confined to chimney or flue	0	0	0	0	0	0	0	0	0	0	1	0	1
116 Fuel burner/boiler malfunction, fire confined	0	0	0	0	0	0	3	0	0	0	0	0	3
117 Commercial Compactor fire, confined to rubbish	0	2	0	0	1	0	0	0	0	0	0	0	3
118 Trash or rubbish fire, contained	0	0	1	2	0	0	0	1	0	0	2	0	6
130 Mobile property (vehicle) fire, other	3	2	2	5	1	1	2	1	2	1	1	2	23
131 Passenger vehicle fire	0	0	0	0	0	0	1	0	0	0	0	0	1
140 Natural vegetation fire, other	0	0	0	0	0	1	0	1	0	0	0	0	2
141 Forest, woods or wildland fire	0	0	0	0	1	0	0	0	0	0	0	0	1
142 Brush, or brush and grass mixture fire	0	0	1	5	6	0	3	1	3	4	3	2	28
143 Grass fire	0	0	0	0	1	0	0	0	1	0	1	0	3
150 Outside rubbish fire, other	0	0	0	1	1	0	0	0	1	1	1	0	5
151 Outside rubbish, trash or waste fire	0	0	0	1	0	0	0	0	1	0	0	0	2
154 Dumpster or other outside trash receptacle fire	0	0	0	0	1	2	0	0	0	0	1	0	4
161 Outside storage fire	0	0	0	0	1	0	0	0	0	0	0	0	1
162 Outside equipment fire	0	0	0	0	0	0	0	0	0	0	0	1	1
223 Air or gas rupture of pressure or process vessel	0	0	0	0	1	1	0	0	0	0	0	0	2
300 Rescue, emergency medical call (EMS) call, other	2	0	0	55	57	30	30	23	33	15	54	55	354
311 Medical assist, assist EMS crew	0	1	0	24	40	37	60	75	80	79	66	49	511
321 EMS call, excluding vehicle accident with injury	132	135	114	21	31	35	13	4	2	0	3	1	491
322 Vehicle accident with injuries	34	30	31	1	2	0	5	9	7	3	10	10	142
323 Motor vehicle/pedestrian accident (MV Ped)	0	0	0	3	8	13	10	7	4	13	8	8	74
331 Lock-in (if lock out , use 511)	0	0	0	0	0	0	0	0	0	0	0	1	1
340 Search, other	0	0	0	0	1	0	1	3	1	0	0	0	6
341 Search for person on land	0	0	0	0	0	0	0	0	0	0	1	0	1
342 Search for person in water	0	0	0	0	0	0	1	0	0	0	0	0	1
350 Extrication, rescue, other	0	0	0	1	2	0	0	1	0	0	0	3	7
351 Extrication of victim(s) from building/structure	0	1	2	0	0	0	0	1	0	0	0	0	4

Burlington Fire Department 2001 Report of Incidents by Type of Incident

TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
353 Removal of victim(s) from stalled elevator	0	0	0	0	0	0	1	0	1	0	0	0	2
363 Swift water rescue	0	0	0	0	1	0	0	0	0	0	0	0	1
371 Electrocution or potential electrocution	0	0	0	0	0	1	0	0	0	0	0	0	1
381 Rescue or EMS standby	0	0	0	2	0	0	0	0	1	0	0	1	4
400 Hazardous condition, other	4	1	58	3	4	3	5	3	0	43	17	8	149
411 Gasoline or other flammable liquid spill	4	3	3	0	2	0	2	3	3	1	2	0	23
412 Gas leak (natural gas or LPG)	0	0	0	3	4	2	2	0	2	4	2	0	19
413 Oil or other combustible liquid spill	0	0	0	1	0	1	0	0	0	0	0	0	2
421 Chemical hazard (no spill or leak)	0	0	0	0	0	0	1	0	1	0	0	0	2
422 Chemical spill or leak	2	1	1	0	0	0	0	0	1	1	0	0	6
440 Electrical wiring/equipment problem, other	0	2	33	0	0	0	4	4	0	1	2	3	49
441 Heat from short circuit (wiring), defective/worn	0	0	0	0	0	0	2	0	0	0	0	0	2
442 Overheated motor	0	0	0	1	0	0	0	2	0	0	0	0	3
444 Power line down	0	0	0	1	0	1	3	8	0	1	0	1	15
445 Arcing, shorted electrical equipment	1	2	17	2	4	1	3	1	1	0	2	2	36
460 Accident, potential accident, other	0	0	0	4	11	9	13	13	10	3	3	5	71
461 Building or structure weakened or collapsed	0	0	0	0	0	0	0	1	0	0	0	0	1
462 Aircraft standby	0	0	1	0	1	0	0	0	0	1	0	0	3
463 Vehicle accident, general cleanup	0	0	0	4	5	3	5	3	1	1	6	5	33
480 Attempted burning, illegal action, other	0	0	1	1	0	0	0	0	0	0	0	0	2
481 Attempt to burn	0	0	0	0	0	0	1	0	0	0	0	0	1
500 Service Call, other	33	50	180	33	39	72	57	88	47	65	55	60	779
510 Person in distress, other	0	0	0	0	1	0	0	1	0	0	0	0	2
511 Lock-out	1	0	0	0	0	1	2	1	0	0	2	1	8
512 Ring or jewelry removal	0	0	0	1	0	0	0	0	0	0	0	0	1
520 Water problem, other	0	1	108	1	0	1	1	1	0	0	0	0	113
522 Water or steam leak	0	0	0	0	1	0	2	0	0	0	0	0	3
531 Smoke or odor removal	1	1	1	0	0	0	1	0	1	2	0	1	8
541 Animal problem	0	0	0	1	0	0	0	0	0	0	0	0	1
550 Public service assistance, other	5	7	16	0	2	0	3	0	0	0	0	0	33
551 Assist police or other governmental agency	0	1	0	1	0	1	1	1	2	1	3	2	13
552 Police matter	0	0	0	0	0	0	1	0	0	0	0	0	1
553 Public service	0	0	0	0	1	0	6	1	0	0	0	0	8

Town of Burlington

Burlington Fire Department 2001 Report of Incidents by Type of Incident (continued)

TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
554 Assist invalid	0	0	0	0	0	1	1	1	1	0	0	0	4
561 Unauthorized burning	0	0	0	2	1	0	1	0	0	0	0	0	4
571 Cover assignment, standby, moveup	0	0	3	2	3	5	3	2	2	2	0	0	22
600 Good intent call, other	6	7	19	2	5	4	3	0	1	1	16	7	71
611 Dispatched & canceled en route	0	0	0	0	1	1	1	0	0	1	0	0	4
621 Wrong location	0	0	0	0	0	0	0	1	0	0	0	0	1
631 Authorized controlled burning	0	0	0	1	0	0	0	0	0	0	0	0	1
650 Steam, other gas mistaken for smoke, other	0	0	0	0	0	0	0	0	0	1	0	0	1
651 Smoke scare, odor of smoke	0	0	0	3	0	2	4	2	1	3	9	1	25
652 Steam, vapor, fog or dust thought to be smoke	0	0	0	0	1	0	0	0	0	0	0	0	1
653 Barbecue, tar kettle	0	0	0	0	0	1	0	1	0	0	0	0	2
661 EMS call, party transported by non-fire agency	0	0	0	0	0	0	2	0	0	0	0	0	2
671 Hazmat release investigation w/ no hazmat	0	0	0	0	0	0	2	0	1	1	1	0	5
700 False alarm or false call, other	1	1	0	3	1	0	11	4	3	1	2	3	30
710 Malicious, mischievous false call, other	1	5	1	0	0	0	0	0	1	1	1	0	10
715 Local alarm system, malicious false alarm	0	0	0	0	0	0	1	0	0	0	0	0	1
721 Bomb scare - no bomb	1	0	0	0	0	0	2	0	0	1	0	0	4
730 System malfunction, other	21	17	20	1	1	1	2	0	0	0	0	0	63
731 Sprinkler activation due to malfunction	0	0	0	0	0	0	0	1	0	0	0	0	1
733 Smoke detector activation due to malfunction	0	0	0	0	0	0	3	0	2	0	2	3	10
735 Alarm system sounded due to malfunction	0	0	0	16	10	38	22	20	11	20	11	5	153
736 CO detector activation due to malfunction	0	0	0	0	0	0	0	0	0	2	0	0	2
740 Unintentional transmission of alarm, other	22	17	37	0	2	0	0	0	2	1	1	0	82
743 Smoke detector activation, no fire - unintentional	0	0	0	1	3	0	5	8	3	0	6	6	32
744 Detector activation, no fire - unintentional	0	0	0	0	2	1	4	0	0	1	0	0	8
745 Alarm system sounded, no fire - unintentional	0	0	0	33	34	43	33	34	25	33	34	33	302
746 Carbon monoxide detector activation, no CO	2	2	2	0	3	2	0	0	0	0	1	1	13
814 Lightning strike (no fire)	0	0	0	0	0	1	0	5	0	0	0	0	6
900 Special type of incident, other	0	0	0	1	1	0	0	0	0	0	0	0	2
911 Citizen complaint	0	0	0	0	0	1	1	1	0	0	0	0	3
Total	284	306	693	271	310	331	356	346	264	315	337	283	4096

aspirin to patients with heart related problems, along with measuring blood sugars for patients believed to be suffering from a stroke.

This year we have seen an increase in injuries to children. The leading cause of death among this age group is trauma. We continue to work with other local agencies and schools to educate and reduce the occurrences of preventable injuries, through safety fairs and our annual Open House.

Mark S. Saia, EMT-P
EMT Coordinator

AMBULANCE RESPONSE REPORT

Ambulance Responses for 2001 1989

Burlington Locations:

Churches/Schools	21
Doctors' Offices	18
Fire Headquarters (walk-ins)	10
Hotels	49
Other Locations: (Examples: Street/Highway, Parks, Playgrounds, Fields, Parking Lots, etc.)	701
Places of Employment	113
Police Headquarters	6
Residential (Burlington)	907
Stores/Restaurants	164

FIRE PREVENTION / INSPECTIONAL SERVICES

New development both in residential and commercial properties continued in 2001.

Some examples of construction completed or in progress during 2001 are Sun Microsystems, 30 Corporate Drive, Nokia, Oracle, and Kinder Care. There have also been many new and renovated commercial and residential occupancies throughout the town.

The following is a list of permits and inspections made:

TYPE OF SERVICE

Plan Review	207
Site Plan Review	39
Permits Issued	434
Smoke Detector Inspections	232

Commercial Occupancy Inspections	152
Residential Occupancy Inspections	119
On-Site Inspections	501
Traffic Light Repairs	4
Masterbox Certifications	70
TOTAL	1758

Inspectional Services would like to take this opportunity to thank all residents and members of the business community for their cooperation in making Burlington a safer place to live and work.

Captain Edward Costa
Lieutenant Charles White

The following is a count of all permits issued and inspections done during the period of January 1, 2001 to December 31, 2001.

PERMITS

AST	19
Blasting	17
Black Powder	1
Dumpster	24
Extinguishing System	8
Fire Alarm	24
Flammable Storage	47
Haz-Mat	3
Oil Burner	57
Propane Storage	29
Sprinkler	106
Tank Installation	25
Tank Removal	26
Tank Truck	3
Welding/Burning	30
UST	15
SUBTOTAL	434

INSPECTIONS

Commercial Occupancy	152
Fire Drills	15
Knox Box	40
Oil Burner	67
Oil Tank Installation	22
Oil Tank Removal	10
On Site - Fire Alarm	26
On Site - Fire Prevention	282

On Site - Plug In	1
On Site - Plug Out	3
On Site - Site Plan	8
Quarterly	27
Residential Occupancy	119
Smoke Detector	232
SUBTOTAL	1004
BUILDING PLANS STAMPED & REVIEWED	207
SITE PLAN REVIEWS	39
MASTER BOX CERTIFICATIONS	70
TRAFFIC LIGHTS	4
COMBINED TOTAL	1758

TRAINING PROGRAM

During the past year, the fire fighting force has been active in weekly training programs coordinated by Captain William Devereaux, assigned to coordinate all fire suppression training. This training follows IFSTA 1001 Training Standards, which meet the NFPA standards.

During the past year, the Department has sent personnel to Logan Airport for specialized training in large petroleum fires and rescue operations. The Department has been busy overlooking new equipment for the Confined Space Rescue training program. Currently nineteen members of the fire fighting force have participated in an extensive 40-hour Confined Space training program.

The Department has a High Angle Rescue Team and also has two members assigned to the Massachusetts District Thirteen Hazardous Material Response Team. The Department is also active in Cold Water Rescue, training with new equipment and rescue policies.

The Department works well with the gas company, keeping abreast with changes in CO detectors. The Department also works closely with the electric and telephone companies, dealing with E.M.S. and fire emergencies.

The Department is looking forward to continuing its association with the Federal Bureau of Investigation. Special agents will be reviewing terrorist tactics and high explosive situations. The past year the Department spent time in specialized training dealing with the anthrax situation.

Mr. Jack Whitney, a former FBI and CIA Agent, conducted a training course dealing with how E.M.S. and Fire personnel would assist law enforcement during a hostage situation.

A new Cascade System has been installed for the purpose of refilling new air bottles used by the Department for E.M.S., fire and rescue operations, and chemical spills.

Captain William Devereaux
Training Program Coordinator

JUVENILE FIRESETTERS INTERVENTION PROGRAM

Juvenile fire setting is recognized as a serious problem in the fire service. Property is destroyed and people are injured or die in fires set by the youth of our country. The Burlington Fire Department, along with the Middlesex County District Attorney's Office, is part of a statewide coalition currently addressing juvenile fire setting. If left untreated, the juvenile firesetter has an 81% recidivism rate.

The purpose of the Burlington Fire Department's participation in this program is to try to change behavior at the local level. Through fire investigation, at risk youth are identified and screened, with the results forwarded to the D.A.'s office. There, a decision is made to involve the youth in a fire safety school education program, court proceedings, or further evaluation by a mental health professional.

The Burlington Fire Department has investigated eight youths in the past year for fire related incidents. Four of those youths have successfully completed our fire safety education program. The other four were involved in other intervention after our consultation with school, police, and other authorities. Because the program is a countywide program, we also work with other communities by exchanging screening and education resources. We have assisted in educating four youths from surrounding communities in recent months. Students receive schooling and homework in topics such as: Rules to live by; Responsible use of fire; Fire prevention; Decision making; Burn prevention; and numerous other topics. A student's failure to successfully complete our fire safety education program will automatically cause the D.A.'s office to start court proceedings against the youth for the fire setting behavior for which he/she was first investigated. As of this writing, we have not had any of our students repeat his/her pattern of fire setting behavior.

Lieutenant Lee Callahan
Juvenile Firesetters Intervention
Program Educator

PUBLIC WORKS DEPARTMENT

Syamal N. Chaudhuri Superintendent of Public Works

Thomas F. Hayes
Pete G. Peters—Retired 11-30-01
Town Engineer

Evelyn M. Shaw
Administrative Assistant

Thomas F. Hickey
Operations Manager

Assistant Superintendents

Paul W. Cauldwell – Acting
Harry E. Enos – Retired 12-31-01
Cemetery

Dennis L. Chase
Central Maintenance

William A. Bannon
Highway

Patrick L. Mustoe
Water and Sewer Utilities

William D. Keene
Treatment Plant Manager

Frank E. Anderson	Larry Kennedy
Paul Bieren	William Lundgren III
Maria L. Bonfanti	Russell Makiej
Joseph F. Ciccotelli	Donna L. Manning
Robert S. Clougherty	Albert G. Marchant
Craig H. Cooper	James Marchese, Jr.
Martha DeFrancesco	Armand Marion
Richard L. Dubbs	Nanette D. Masotta
Michael P. Dwyer	David C. McCafferty
David Everton	Kathleen McElaney
Allen F. Ferriera	Robert W. McMahon
Dennis F. Fitzgerald	Michael Minichiello
Ronald Ganley	Eric A. Moran
Jennifer Gelinas	Paul Neilsen
Mark V. Gerbrands	Alan C. Nelson
Paul R. Giglio	Donald H. Price
Robert S. Glover	Michael Quinones
Stephen M. Hardy	Charles D. Ralph
Frederick M. Haynes	Richard A. Reid
Stephen A. Johnson	Rosemarie Tieri
Jeanne Jones	Charles F. Woods, Jr.
Kevin J. Keene	

Two DPW employees retired this year. Pete Peters, Town Engineer and Harry Enos, Assistant Superintendent Cemetery. Pete started with the Town as a Planning Board

member for many years and went on to become the Town Engineer for thirteen years. Harry started with this department twenty-four years ago as a Motor Equipment Operator and worked his way up through the ranks to become an Assistant Superintendent. They were both exceptional employees, doing more than what was expected of them. I personally will miss them and I wish them a happy and long retirement. Don't be strangers. "Good Luck!"

I hereby submit the Annual Report of the Department of Public Works for the year ending December 31, 2001.

Respectively submitted,

Syamal N. Chaudhuri
Superintendent of Public Works

ADMINISTRATION

The Administrative Division of the Department of Public Works is the hub of the Department. All of the Divisions input go through this office whether it is a personnel matter, payment of purchases, accident reports, and water/sewer billing just to name a few. Our endeavor is to serve the residents and businesses of this community to the best of our ability.

The curbside collection for leaf and yard waste pick-up has increased by 4 weeks to 8 weeks in the spring and 8 weeks in the fall, for a total of 16 weeks per year.

Personnel and purchasing processed 2,198 purchase orders this year. There were 822 customer service calls recorded and this does not include the hundreds of informational calls that were directed to the DPW divisions or other Town Departments.

The Water & Sewer Billing generated 5.2 Million dollars for this year and there was 29 sewer permits issued.

Respectively submitted,

Evelyn M. Shaw
Administrative Assistant to
Superintendent of Public Works

ENGINEERING DIVISION

The Engineering Division evaluates, designs, bids, and manages Town funded infrastructure improvement projects. Engineering staff manages consulting engineers hired to design projects outside the expertise of the Division. In

In addition, the division provides support to other Public Works Divisions as well as any Town Department that requests technical assistance. This office maintains and updates the Assessor maps, infrastructure plans, and project files.

Capital Improvement Projects

The Division designed, obtained permits, and provided construction management for the following projects, which were funded through Articles approved by Town Meeting:

- **Water Main Replacement Sunset Drive** – Consisted of the replacement of approximately 1400 linear feet of 6-inch Asbestos Cement (AC) pipe with 8-inch Cement Lined Ductile Iron (CLDI) pipe, was awarded to Tornare Construction of Watertown MA.
- **Sewer Force-main Manhole Replacement** – Consisted of the replacement of a Sewer Manhole (SMH) in Muller Road. The SMH is used to transition the Belmont Road Pump Station force-main to the gravity sewer system, and was severely corroded. The contract was awarded to Tornare Construction of Watertown MA.
- **Drainage Culvert and Brook Cleaning** – Consisted of maintenance to the following brooks and culverts in order to improve drainage flow was awarded to Walton Systems International of Chelsea, MA.

Culverts

480' of 36" pipe from University Avenue to Sewall Street.

430' of 48" pipe from Skelton Road to Cedar Street

Brooks

Sandybrook in the Maud Graham area

Stream running from Wildwood Lane to Baxter Circle to Upland Road

700' of stream running along Skelton Road



Sewer Force-main Manhole Replacement – Muller Road @ Eugene Road



Drainline Cleaning – Outlet 48" diameter concrete pipe @ Cedar Street

Contract Management

The Division managed outside consultants hired to undertake the following projects:

- **Sewer System Evaluation Study** – Awarded to Metcalf & Eddy engineers of Wakefield MA, to conduct a town wide study of the sanitary sewer to determine location and quantity of Infiltration (seepage of groundwater) and Inflow (illicit connections) in the system. The results of the study will be used to remove the Infiltration and Inflow as required by the Administrative Convent Order issued by the Department of Environmental Protection.

- **Infrastructure Mapping** – Awarded to Metcalf & Eddy engineers of Wakefield MA, to prepare a detailed map of the Town's drainage and sewer system. Using existing record drawings and Global Positioning System (GPS) an accurate digital map will be developed that will help us better manage the infrastructure as well as fulfill the NPDES Phase II mapping requirements.
- **Prouty Road Street Acceptance** – Awarded to TF Moran of Salem, NH to survey and develop plans for the acceptance of Prouty Road as a public way.

DPW Projects

The Division designed, permitted, and provided construction assistance for the following projects which were undertaken by DPW forces and/or in conjunction with private contractors:

- **Pine Haven Cemetery Building Improvements**
- **Paving and Sidewalk construction** - Skilton Lane and Old Colony Road
- **Drainage Improvements** - Bruce Street, Savin Street, Sears Street and Mill Street



Paving - Skilton Lane



Sidewalk Construction – Old Colony Road

Other Projects

The Division provided design and/or technical assistance on the following projects:

- Prouty Road sidewalk design
- Long Meadow Brook cleaning
- Pine Haven Cemetery expansion
- South Bedford Street Retaining Wall

Subdivision/Site Plan Inspection

The Division conducted construction inspections of the following projects:

- Oracle site development, Van De Graff Drive
- Roche Brothers site redevelopment, Cambridge Street
- Café Escadrille expansion, Cambridge Street
- Nokia addition, Wayside Road
- Friend Lumber expansion, Adams Street
- Sun Microsystems Campus, Network Drive
- Retail Space, 47 Middlesex Turnpike
- Office Building, 28 Blanchard Road
- Building Expansion, 34 Cambridge Street
- New Building, 26 Ray Ave
- Site Development, Corporate Drive
- New Building, 133 Cambridge Street
- Site Improvement, 6 Lexington Street
- Building Expansion, 129 Lexington Street
- Building Improvements, 150 Lexington Street

- New Building, 71 3rd Avenue
- Blueberry Estates Subdivision
- Bristol Street Subdivision
- Michael Drive Subdivision
- McCafferty Estates Subdivision
- Cierra Way Subdivision

Computer Aided Drafting and Design

The Division's standard CAD software is AutoCAD Land Development with the Survey package. All plans produced by the Division are created using this software to maximize production and reuse of the data on future projects. This upcoming year the Assessor maps will be transferred to digital format and maintained as drawing files. In addition, CAD standards are being developed to standardize the production of drawings and provide consistent CAD files from project to project.

Pete Peters retired from the Department of Public Works after thirteen years as the Town Engineer, in addition to his many years serving on the Planning Board. The Division bids Pete a fond farewell and wishes him the best in his retirement; he will be greatly missed.

I would like to thank the Engineering Division personnel for their warm welcome. In the short time I have been with the Division, I have found a quite talented and knowledgeable group of individuals, whom I look forward to working with.

Respectfully submitted,

Thomas F. Hayes, P.E.
Town Engineer

The following reports summarize the year's day-to-day activities, special projects, and emergency actions of the Cemetery, Central Maintenance, Highway and Water & Sewer Utilities Divisions of the Department of Public Works. Throughout the year all the employees of these Divisions strive diligently to perform their respective duties in a most courteous and professional manner in order to ensure a high level of quality of service and safety to the residents and businesses of Burlington. To all the personnel of these divisions I would like to extend my thanks for a job well done.

Respectfully submitted,

Thomas F. Hickey
Operations Manager

CEMETERY DIVISION

Old Burial Grounds

The stone wall was repaired due to a vehicle accident. Tree branches and brush growing through fences was cut back.

Chestnut Hill

Cemetery personnel performed 80 burials, repaired water lines and broken sprinkler heads, installed 2 new faucets, poured cement foundations, set veterans markers, planted bushes along section I and replaced bushes that died over the winter months.

Pine Haven

Cemetery personnel performed 53 burials, sold 199 lots, installed sprinkler lines and new faucets in section C, planted trees that were donated by families in memory of their loved ones. The Pine Haven Chapel was used for 8 services during the year.

All Cemeteries

General maintenance was performed throughout the year, including cutting grass, weedwacking around the stones and trees, trimming on shrubs and trees. I would like to thank the Veteran Administration in Bedford and the summer help provided by the Town for helping with the increased workload. I would also like to thank the Veterans Administration in Burlington and all the veterans who helped us get ready for Memorial Day and the cemetery staff for doing a great job throughout the year.

I would like to send my best wishes to Assistant Superintendent Harry Enos who retired at the end of this year. You were more than a boss to us you were a friend and it has been a pleasure to work with you. Good luck and thank you, Harry.

Respectfully submitted,

Paul W. Cauldwell
Acting Assistant Superintendent
Cemetery Division

CENTRAL MAINTENANCE DIVISION

Central Maintenance repairs and maintains DPW, Police Cruisers, the Senior Citizen Van and all Town Hall vehicles. Preventive maintenance is done throughout the year to keep these vehicles in good condition.

During the summer all sanders and plows are cleaned, welded, and painted to get them ready for the winter season.

I would like to thank my staff for all their hard work throughout the year.



Central Maintenance Personnel — Left to Right — Michael, Dennis, Paul, and Bobby

Respectfully submitted,

Dennis L. Chase
Assistant Superintendent
Central Maintenance

HIGHWAY DIVISION

The Highway Division conducted its regular maintenance of roadways, drainage easements, street signs, fences, guardrails and catch basin cleanings. During the winter months the division spent many man-hours removing snow and ice from the roadways. Burlington experienced 10 storms during the 2001 season. A total of 72 inches of snow fell in the area.

During the winter season the division worked very hard to keep the roadways safe for the residents of the town. Mailboxes, fences, guardrails, and fallen trees were either replaced or removed from our roadways.

The months of March and April were spent opening

catch basins and cleaning culvert pipes of sand and debris caused by heavy rains. The division spent many man-hours hauling tree branches and brush that had fallen during these storms. Roads within the town and all sidewalks were cleaned of heavy sand.

Special projects during the months of June to November included:

- Delivery of leaf bags
- Brush cutting throughout the town
- 1675 cleanings of catch basins and drain manholes
- Carey Avenue, South Bedford Street and Kempton Avenue were all installed with new drain lines
- Damaged driveway aprons and berm repairs
- Stop Lines and crosswalks were painted

Backing up of new machine berms on the following Streets:

- Skilton Lane
- Burton Road
- Muller Road
- Putnam Road
- Bates Street
- Lisa Street
- A portion of Sandy Brook Road was resurfaced due to a major water break
- Backed up new sidewalks with loam on Skilton Lane and Old Colony Road
- 29 catch basins and drain manholes throughout the town were repaired

The Highway Division paved the following streets:

- Kempton Avenue from Overlook Avenue to the dead end
- Overlook Avenue from Winnmere Avenue to Kempton Avenue
- Wing Terrace from Francis Wyman Road to Putnam Road
- Ray Avenue from Cambridge Street to the Ice Palace
- Olean Road from Winona Road to Sumpter Road
- Mill Street from Robert Street to Locust Street
- Westwood Street from Michael Drive to Fox Hill Road
- Old Colony Road at the bad curve
- Dearborn Road at new crosswalk

The Highway Division installed new sidewalks on the following streets:

- Skilton Lane from Grant Avenue to Patriot Road
- Center Street from Olympian Way to the Police Station

P.J. Keating paved the following streets:

- Skilton Lane from Cambridge Street to Mill Street
- Lisa Street from Wilmington Road to the dead end
- Muller Road from the Lexington Line to house # 52
- Eugene Road from Muller Road
- Amherst Road from University Avenue to Bates Street
- Putnam Drive from Wing Terrace to Arnold Terrace
 - The Highway Division also responded to 5 oil and gasoline spills.
 - Two new employees were added to the division. Kevin Keene who transferred from the Recreation Department and David Everton.

I would like to take this opportunity to thank all the employees of the division for a job well done and a thank you to all the employees and contractors that assisted the Highway during the snowplowing season.



Highway Personnel — Left to Right, Back Row — David, Larry, Dave, Al, Frank, Michael M., Michael D.; Left to Right, Front Row — Jay, Eric, Kevin, Donnie, Coop, Donna, Bill

Respectively submitted,

William A. Bannon
Assistant Superintendent
Highway Division

WATER & SEWER UTILITIES DIVISION

The following is a summary of statistics, special projects and work completed by the Water and Sewer section of the Division:

Special Projects

Residential hydrant flushing was completed throughout the town this past year. 80 fire hydrants were repaired.

Francis Wyman Road odor control station is in its 2nd year of operation and is working well.

Sewer Section

Sewer rodding: 6,954 ft.
Sewer blocks: 11

Streets Rodded

Crystal Circle to dead-end
Cambridge Street by Café Escadrille
Lexington Street to Old Colony Road
Manhole at Butchers Pride
Douglas Avenue
Tinkham Avenue to Donald Road
Peach Orchard Road to Central Avenue
#23 Hill Top Drive
Sewer Block Van De Graff Drive
Cambridge Street at Mattress Company
#36-38 Bedford Street
Cook Street
#228 Fox Hill Road

Water Section

Water breaks: 25
Hydrant repairs 80
Hydrants replaced: 4
Hydrants painted: 100
Hydrants moved: 4
Water Taps: 2
Gate repairs: 8
Located services: 15
Shut off & on water services: 15
Mark out water mains and services: 100

Meters

Purchased: 252
Replaced: 200

New Equipment

Vactor truck
Compressor

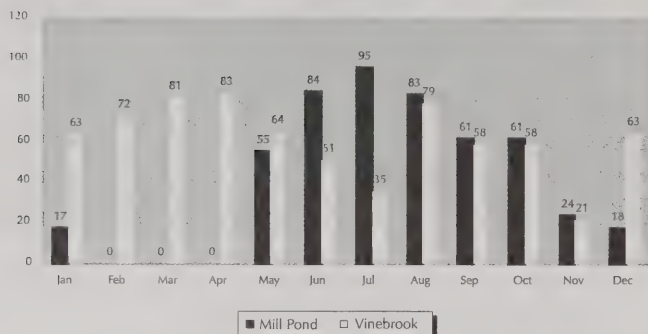
WATER TREATMENT PLANT

The year 2001 was a busy year for the water production area of the water & sewer division. The water treatment group worked in a number of areas that ranged from water quality profiling in the distribution system and plant modifications to meet the ever-changing state & federal rules & regulations.

Water production in 2001 increased marginally over the year 2000 by 0.4%.

This increase while minor should be watched as the full impact of the second water meter program

**Town of Burlington - Mill Pond SWTP/Vinebrook GWTP
Water Pumped - Millions of Gallons
2001**



The second water meter program allows the homeowner to use water without incurring sewer charges. This program while small now, has the potential to be a large source of water consumption in the future.

Conservation still needs to be the key word when dealing with Public water supplies, due to the fact that the State will not allow us to increase our withdrawal volume from the aquifer. The water production area also noted a shift in peak production due to the weather in May & June 2001. The fall, while very dry, showed normal production levels due to the fact that the majority of the water came from the Vine Brook Water Treatment Facility.

The year 2001 saw the start and completion of a number of projects.

The Mill Pond water Treatment Plant saw a number of modifications, such as the installation of a full contact chamber to help meet the federal surface Rule and reduce the formation of Trihalomethane products due to Chlorination. Also installed was an Ammonia system for use in Chloramination to further control Trihalomethanes. A Programmable Logic Controller (PLC) will control these new systems, along with this; a continuous monitor for Chloramination control and plant efficiency was installed.

Wells #1 and #2 were cleaned and treated with the pumps being over-hauled. The wells are now back in normal operation.

The department repaired Hi-lift pump #2 at the Mill Pond Treatment Plant.

Inspection of the Center Street Tank was completed in anticipation of the installation of the cellular antenna. The inspection showed that this tank will need a complete internal and external coating system. The preparations are being made to possibly resurface the tank in the year 2002.

A new security fence has been installed at the Green Leaf Mountain storage tank to meet the requirements of DEP.

The Water Treatment Plant is in the process of developing a web site. This will showcase water quality items, distribution system points of interest and improvements.

The Consumer Confidence Report (CCR) was developed for the first time using a new program. The date was entered in house and an outside contractor did the printing and reproduction.

In conclusion, the year 2001 was another busy and successful year. There were many improvements completed and with ever changing rules and regulations from the State, there will be many more improvements in the future.

New Personal

I would like to welcome Nanette Masotta, Water Meter Reader to the Division. I would also like to thank all Water & Sewer personal of the Water & Sewer Utilities Division for a job well done.



The new vacor at a water break on Peach Orchard Road.



Chuck Woods flushing hydrant.

Respectfully submitted,

Patrick L. Mustoe
Assistant Superintendent
Water & Sewer Division

CONSERVATION COMMISSION

Introduction

The Burlington Conservation Commission respectfully submits the following report of the various activities that the Conservation Commission and Conservation Staff pursued during 2001. Any person who wishes to learn more about this report or the functions of the Commission is invited to contact the Conservation Department or a member of the Conservation Commission.

The Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to three-year terms. The Commission is responsible for ensuring compliance with the Massachusetts Wetlands Protection Act and the local Wetlands By-law (Burlington By-law Article XIV). To this end, the Commission receives and reviews applications for projects involving work within or within one hundred feet of resource areas (i.e. wetlands, streams) or within 200 feet of a river. Through the public hearing process, the Commission determines whether a project is permissible under the wetlands regulations, and issues or denies a permit accordingly.

The Conservation Commission is also responsible for managing several parcels of land under their jurisdiction. These include the three largest Conservation Areas – Mill Pond, Sawmill Brook and Little's Brook – in addition to several smaller parcels. Beyond managing existing Conservation Land, the Commission pursues and promotes the acquisition of additional open space throughout the Town through several means including conservation restrictions, land donations, and outright purchases.

The Conservation Commission is assisted by a three-person Conservation Staff including; Conservation Administrator Kristen Phelps, Conservation Assistant Randy Newell and Senior Clerk Ellen Longo. The staff is responsible for providing technical review of project proposals, ensuring compliance with the timelines and administrative requirements of the wetlands statutes, providing input to other Town Boards and officials, and assisting residents and project proponents in navigating the application process.

Regulatory Functions/Permitting

In 2001, the Conservation Commission witnessed a moderate reduction in the number of "new" wetland permit applications, while they continued to process applications and requests relating to existing permits. New applications ranged from the confirmation of wetland delineations to the review of residential projects to the permitting of commercial redevelopment ventures. Projects in the latter category included (for example): site improvements at the former Bradlees building; construction of a supermarket at the former Filenes Basement site; and parking lot and drainage improvements at commercial facilities on Bedford Street and Middlesex Turnpike. The Conservation Commission also opened public hearings on two of the three parcels involved in the Grandview Land Swap.

Land Management

The Conservation Commission once again sponsored the annual tree give-a-way at the April town elections; distributing Lilac trees to more than 500 residents who came out to vote. The 2001 Conservation Photo Exhibit – in its seventh year – centered around the theme "What is it, Where is it?; Capturing the Natural Mysteries of Burlington". The photo exhibit is intended to encourage community members to explore and enjoy the natural environment, whether it be at one of the major Conservation Areas or in their own back yards. Many Burlington residents, including several High School students submitted photos picturing winter scenes, wildlife, streams, and other "natural" subjects for display in 2001. The exhibit ran from mid-March to mid-April at the Burlington Public Library.

In May of 2001, the Conservation Commission co-sponsored a guided tour to the Clapp's Mill site with Burlington's Historic Commission. More than 30 people joined members of both Commissions to walk through the Sawmill Brook Conservation Area, which sits directly adjacent to the historic Mill site. Tour participants were introduced to the diverse vegetation throughout the Sawmill Brook parcel prior to reaching the Clapp's Mill property where a man-made dam and sluiceway mark the remains of the once active sawmill.



Conservation Walk – Clapps Mill (May 2001) Photo by Toni Faria

The Sawmill walk was intended not only to attract visitors to this beautiful parcel of open space, but also to raise awareness about the Clapp's Mill Site as the Town and the Conservation Commission spent considerable time and effort during 2001 in an attempt to purchase the seven-acre parcel. This goal was achieved in October, when Town Meeting members in both Burlington and Wilmington voted to approve the joint purchase of the parcel (which straddles the town line). Subsequently, the Conservation Department compiled and submitted a grant application for state funding in an attempt to receive partial reimbursement of the purchase price. The Town will be notified of the outcome of their application in early 2002.

Stream Cleaning

The summer stream-cleaning program entered its eleventh year under the supervision of Scott Murray. The three-person stream cleaning crew addressed the traditional trouble spots in residential areas, removing truckloads of trash, debris and sediment from stream channels each week. The crew also spent a significant amount of time assisting in the cleanup of Little's Brook in the vicinity of Crossroads Plaza – an area prone to flooding due to lack of maintenance. The town also initiated the pilot "machine stream cleaning" project, using the Vactor machine. Following several months of review, the Commission approved the use of this environmentally sensitive method of mechanically removing accumulated sediment from stream channels. The Vactor machine was favored due to the fact that its operation involves minimal (if any) disturbance of stream banks, and because it allows for the

removal and off-site disposal of all dredged materials (as opposed to leaving spoils adjacent to streams which can have several negative impacts). The pilot project on Sandy Brook – between the two culverts on Maude Graham circle – proved quite successful, and the program was expanded to a stretch of stream behind Skelton Lane. Due to limitations imposed by the Army Corps of Engineers, the program was halted in October, however the Conservation Commission intends to pursue and promote further work using this technology in 2002.



Vactor crew at work. (Photo by Dennis Fitzgerald)

This report was prepared on behalf of the Conservation Commission by Kristen Phelps, Conservation Administrator.

Respectfully submitted,

The Burlington Conservation Commission:

Larry Cohen, Chair
Kerry Melanson, Vice Chair
Indra Deb, Commissioner
Marylee Everett, Commissioner
Gail Lima, Commissioner
Paul Mazzocca, Commissioner
Philip Sutton, Commissioner

BOARD OF APPEALS

The Board of Appeals of the Town of Burlington is created under Section 9.5.1 of the Zoning By-Law, pursuant to Chapter 40A of the Massachusetts General Laws. The two alternative and five permanent members of the Board are appointed by the Town Administrator to unpaid terms of one and five years respectively. Its purpose is to hear and decide appeals from an adverse decision of the Building Inspector or any Town Board, to make determinations in Flood Hazard Districts, to hear and decide petitions for variances, in particular instances to permit signs in a Business or Industrial Zoning District larger than those specified in the Zoning By-Law and, to issue comprehensive permits under MGL Chapter 40B.

The vast majority of cases heard by the Board are petitions for variances from strict compliance with the Zoning By-Law. After giving notice by mail to the abutters of the affected parcel and giving notice to all others by newspaper publication, the Board holds a public hearing to hear all of the evidence either in favor of or in opposition to the granting of the variance.

In order to grant a variance from the strict requirements of the applicable zoning by-law, the Board must find the following:

1. That, owing to circumstances relating to the soil conditions, shape or topography of such land or structure which is the subject matter of the petition for a variance and especially affecting such land or structure, but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the zoning by-law would involve substantial hardship, financial or otherwise, to the petitioner.
2. That desirable relief may be granted without substantial detriment to the public good.
3. That desirable relief may be granted without nullifying or substantially derogating from the intent and purpose of the by-law.

The burden upon the Board of Appeals is a great one and cannot be taken too lightly because the collective decision that it makes will have a lasting effect upon the town and its citizens. It is the only town board with explicit authority given by the State Legislature to actually allow citizens to avoid complying with the law, in appropriate situations.

There is no set formula by which the Board can make its decision so that every decision appears compatible with the other. What may be a substantial derogation of the intent and purpose of the zoning by-law in one petition may not be so in another. Consequently, it is difficult to compare any one decision of the Board with another. Each case must be treated individually and must stand on its own merits and not be decided by precedence.

In 2001, the Board heard 43 cases, 24 were sign permits, 2 had the fee waived, 1 was the comprehensive permit off Richardson Road and 16 were variances for homes. The applications generated \$13,000.00 in fees including the \$5,000.00 for the comprehensive permit.

The members of the Board of Appeals are pleased and honored to serve the town and look forward to another successful year of dedicated service to its citizens.

Respectfully submitted,

Robert Meaney, Chairman
James Langley, Vice Chair
William Gaffney
Wayne Harding
George Murray
John T. Sullivan, 1st Alternate
John A. Alberghini, 2nd Alternate

BUILDING DEPARTMENT

I herewith submit my report as Inspector of Buildings for the year 2001. The Town continues to be under tremendous redevelopment during 2001. The construction cost for this redevelopment (building) for 2001 exceeds \$79 million dollars. Over the last six (6) years this office has permitted over \$494 million (building permits) in construction. The total number of permits issued by the Building Department staff during 2001 was 2,504, which resulted in excess of 4000 inspections being performed. The total permit fees collected for 2001 was \$578,991. Over the last six (6) years of this redevelopment this department has collected in excess of \$3,483,851 in permit fees.

This past year the Building Department had continued success with the permit tracking system providing permits, tracking inspections and reporting statistics. The department received over 70 complaints, performed over 83 annual inspections and provided numerous zoning determinations. New streets associated with new subdivisions include McCafferty Way, Toomey Circle and Cierra Way off of Locust Street.

Residential building permits included sixteen (16) residential dwellings. Seven (7) dwellings are on new parcels and nine (9) dwellings were demolished and replaced with new dwellings on the same parcel. Trends this year, included approximately:

12 Two-Story Additions	20 Second Floor Additions
9 Garages w/rooms above	44 Decks
23 Family room additions	10 Farmers Porch
32 Kitchen Additions/ Remodels	30 Seasonal/Sunrooms

The synopsis for commercial building permits include: One (1) retail building at the former Farmer's Exchange site, Friend Lumber's new warehouse facility and a sales/showroom addition, Café Escadrille's function room addition and approximately forty-one new tenant fit ups, primarily, Sun Microsystems Buildings 5 & 6, Nokia, Roche Bros., Oracle, BEA Systems, InterGen, and Kohl's.

Zoning complaints and violations this year mainly consisted of the parking of more than one (1) unregistered vehicle and/or commercial vehicle in a residential zone and the placement of banners & freestanding signs on com-

mercial property. We will continue to remove and track down the persons responsible for placing the "Work From Home" placards throughout the town.

The Building Department continues to use the Senior Work Off Program. The seniors have been a great asset to this office helping with the files and other related tasks.

We are proud to announce that our own, Andrew Ungerson, Senior Building Inspector, received the honor of "2001 Francis R. Moran Inspector of the Year Award" from the Massachusetts Building Commissioners and Inspectors Association (MBCIA).



June 15th MBCIA Award Ceremony. Pictured in photo Building Department Staff (L to R), Jack O'Keeffe, William Fairweather, Judy Sorensen, Andy Ungerson, John Clancy, Town Administrator Bob Mercier, and Glenn Paparo

The goals of the Building Department for the coming years are (1) to stay ahead of the demand that will be imposed by construction activity underway and what is being planned, and (2) integrate existing files into the records tracking software. To date, we have been able to cope with the demand imposed upon us, which is directly attributable to the maintenance of the Department's current staffing levels.

The department has available informational brochures, *Building/Development Process Handbook*, explaining the permitting process, whether it be a residential or commercial project; *The Building Department's Most Commonly Asked Questions*, and the *2nd Water Meter Guidelines*, a brochure explaining the procedure for installing these meters.

The total number of permits issued and estimated values are as follows:

BUILDING PERMITS

Work Categories	No. Issued	Estimated Construction Cost (In Dollars)	Fees Collected
New Residential Dwellings	16	2,367,000	11,835
Residential Additions	148	5,706,989	29,639
Residential Remodels	235	2,261,939	12,895
Residential Garages	14	371,992	1,878
New Commercial Structures	6	18,777,985	109,128
Commercial Additions	6	4,327,600	26,877
Commercial Alterations	137	43,512,411	270,695
Signs	99	453,001	5,163
Miscellaneous	39	729,005	6,085
Foundation Only	5	44,000	282
Swimming Pools	20	151,668	700
Demolitions	43	369,000	3,720
Temporary Mobile Homes	1	2,500	50
Temporary Trailers	8	12,500	825
TOTALS	777	\$79,086,590	\$ 479,772

		Fees Collected	No. of Inspections
Building Permits	777	\$ 479,772	1,868
Certificates of Inspection	83	3,647	83
Electrical Permits	859	68,225	1,153
Plumbing Permits	468	18,400	811
Gas Permits	317	8,704	461
Miscellaneous Copies, etc.		243	
TOTALS	2504	\$578,991	4,376

Respectfully submitted,

JOHN J. CLANCY
Inspector of Buildings

THE OFFICE OF VETERANS SERVICE

E-Mail: Veterans@Burlmass.org

Web Page: www.veteransinfo.net

With the aging veteran population, the focus and primary concerns of the Burlington Office of Veterans Services is working with those veterans to ensure they and their families receive the proper benefits due them. The number of recorded veterans in Burlington in 2001 listed at approximately 1,900. We also interact with a wide variety of residents on a myriad of issues and topics.

The Office of Veterans Services is really a one stop Human Service Office and has as its top priorities: the providing of services designed to improve the quality of life for every veteran in town, their families and surviving dependents, for people with disabilities and their families, families in need of fuel assistance, and those wishing to be employed under Labor Services with the town.

This does not include people and entire families who continue to arrive at our door looking for advice and assistance with issues not listed in our title. The Office of Veterans Services handles innumerable human service issues for many citizens of town. Elderly and young alike are always asking about job assistance, or seeking information and assistance about Social Security, Medicare and Medicaid. Families seek us out and ask for advice about health insurance and health care as well as educational assistance for college bound children. We also answer questions about long-term care. With additional low-income families living in subsidized housing in Burlington, many people arrive at this office to ask questions and seek assistance.

VETERANS SERVICES

Massachusetts General Laws Chapter 115 grants eligible Burlington veterans, their families and their surviving dependents benefits to provide for daily living. These benefits also cover medical insurance and medical care payments for residents who are uninsured or underinsured. These benefits are intended to be temporary in nature and not a full time, permanent support system.

The Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veteran's benefits.

VETERANS AFFAIRS

US Code, Title 38 directs federal benefits to eligible veterans and their families. These include pensions, disability compensation, final burial expenses, education, hospitalization, mortgage loan guarantee, outpatient care and domiciliary care. Evaluation, assistance and counseling are offered at the local level to facilitate access to these programs.

Veteran's benefits are not automatic in any sense of the word. These benefits must be applied for in accordance with strict state and federal laws, rules and regulations. Many hours are spent counseling veterans, their families, and surviving dependents regarding the filing of claims to the Department of Veterans Services in Boston for state claims, and the Department of Veterans Affairs in Washington for federal benefits.

Daily consultations with local veterans regarding retirement and pension issues, medical and insurance assistance, employment possibilities, rehabilitation through various programs including the State and Federal Outreach Centers, individual problems, affect of new legislative proposals, and updating of existing programs, plus discussions with families and dependents continue to claim a large proportion of our time. With the veterans population aging and dying in ever larger numbers, the number of veterans and families seeking veterans benefits, counseling and advice continues to increase.

The Veterans Agent also writes articles for the local newspapers informing veterans and their families about important and historical information that might be of interest to them, in addition to the semi-annual newsletter that is mailed directly into the home of every veteran twice a year with valuable updates and information about services available to the veterans and their family.

The Burlington Director of Veterans Services is a Past President of the Northeast Veterans Services Officers Association. He is also a member of the Massachusetts Service Officers Association. The Veterans Agent is the Adjutant of the Burlington Allied Veterans Council, comprised of representatives of the American Legion Post #273, the Veterans of Foreign Wars Post # 7423, the Disabled American Veterans Post #113, and the Marine Corp League.

Every effort is put forth by the Office of Veterans Services to ensure proper observances of Memorial Day and Veterans Day. The Council conducts Poppy (Forget Me Nots) Sales through its member organizations at the high school polling place each election. The Allied Veterans also spend many afternoons throughout the year visiting the Edith Nourse Rogers Veterans Hospital in Bedford to sit and talk and conduct Bingo games and holiday parties for our brother and sister veterans confined to the hospital.

The Director of Veterans Services is also a member of the Burlington American Legion, the Burlington VFW and the Vietnam Veterans of America.

DECEASED VETERANS

Assistance is offered to families of deceased veterans in reviewing available benefits, filing for government life insurance, obtaining burial allowances, markers, and burial lots in our local cemeteries. With an increase of World War 2 Veterans passing away, and with the loss of retirement benefits, many local veteran's have been arriving at our door seeking assistance in applying for health care benefits with the VA. This office has seen an increase in the services requested by veterans and their surviving family members for assistance.

GRAVES OFFICER

Section 9 of Chapter 115 MGL requires flags of the United States to be placed on graves of deceased veterans each Memorial Day. Cooperation in this responsibility has always been afforded by the town's cemetery personnel. Individual flag holders are provided by the town. The Graves Officer ensures that every eligible veteran has a flag on his or her grave. The Graves Officer is also responsible for ensuring that only veterans discharged under Honorable Conditions are given consideration for the purchase of a grave in the Veterans Section of either the Chestnut Hill or Pine Haven Cemeteries. In addition, a bronze marker is provided by the US Government for honorably discharged veterans and is applied for by the Graves Officer.

CEREMONIES

In 2001, the town celebrated our country's 225th birthday, with a special Memorial Day celebration on the Town Common. In addition to the Burlington High School Marching Band, and local honor guards from the Fire Department, The Marine Corps League, the Disabled American Veterans, the American Legion and VFW, we had re-enactment groups representing each era in our country's 225 years.

The Consul general's from England and South Korea were also on hand to celebrate this event. The Honorable George Fergusson, from England, and The Honorable Jayson Park of the Republic of South Korea gave moving talks about the strong bond between our countries.



*Participants & residents on the Town Common for Memorial Day Ceremonies
(Photos provided by the Office of Veterans Services)*

Also joining us were the members of the Board of Selectmen, and State Representative Charles Murphy. Selectman Chairman Juliet Perdichizzi spoke for the Board.

We also want to thank all the veterans and veterans service organizations and citizens who participated in remembering our veterans, living and dead, on this special day.

The flag raising and canon fire, marked by the playing of Call To Colors, kicked off Veterans Day 2001. Veterans Day is celebrated in the memory of all the young men and women who put on the uniform of our great country and left family and friends to serve in far off places. The ceremony was held at the Pine Haven Cemetery.



Flag at Half-Staff for Veterans' Day Ceremonies

A Bell tolled 11 times reflecting the eleventh hour of the eleventh day, of the eleventh month that the Armistice was signed ending World War I, thanks to Al Fay. We then heard a touching rendition of Taps. The Burlington High School Band played the US National Anthem and the military theme songs of the five branches of military service.

DISABILITY ACCESS COMMISSION (DAC)

This office provides coordination between the Commission and the town, local businesses and residents of Burlington. Serving as the representative of the Board of Selectmen to the Commission, this office coordinates, schedules and maintains records of all DAC business. We also serve as the office receiving complaints about handicapped issues. The DAC continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various buildings.

FUEL ASSISTANCE

Eligible residents apply for this joint state and federal benefit through this office. Burlington has more than three hundred families who apply for and receive fuel assistance benefits every year. This office is responsible for all eligible residents under 62 years of age. Verification is sometimes time consuming, but obtaining all the information needed for determination of the candidate is absolutely necessary. Also, families on fuel assistance often need additional guidance and assistance and utilize this office as the resource for information and direction they need to improve their quality of life.

LABOR SERVICE

This office also is responsible for maintaining the Labor Services List for the town. Labor Service is the part of Civil Service that does not require an exam to be placed on the list. The departments in town that utilize the Labor Services List are: DPW, Recreation and the school cafeterias. There are approximately 176 individuals who are presently listed on the Labor Services Roster.

Respectfully submitted,

Robert C. Hogan, Director
Betty McDonough, Clerk

DISABILITY ACCESS COMMISSION

The Disability Access Commission (DAC) was established by the Burlington Board of Selectmen in 1991. The Commission utilizes education and information as the means of assisting people, the community and local businesses to think positively about people with disabilities. The Town of Burlington has made great strides in making all town buildings accessible to all people. The DAC is the repository for information and the focus of questions by the community dealing with accessibility issues.

The Disability Access Coordinator, Robert Hogan, is the coordinator of the efforts by the DAC to inform and educate the public about issues relevant and important to those people and families with disabilities. The Commission is not an enforcement group, but strictly advisory in nature.

The Commission continues its efforts to ensure that public parking areas have sufficient handicapped parking and that the public is aware of and adheres to both the spirit and the letter of the law.

Respectfully Submitted:

Kenneth Tigges, Chairman
Bernice Ferguson
Barbara Adler
Robert Emmert
Christine Monaco
Walter Sullivan
Maura Mazzocca
Mary Jane Fietze
Robert Hogan, Coordinator
Elizabeth McDonough, Recording Secretary

BURLINGTON COMMUNITY LIFE CENTER

MISSION AND OVERVIEW

The Burlington Community Life Center is a department for the Town with the responsibility of providing mental health and social services to families with children, adolescents and young adults (specifically ages 9-22). BCLC also provides information and referral services for ALL Burlington residents of any age. In addition, BCLC staff provides screening for People Helping People, primarily for residents making requests of the Covenant for Basic Needs (established in 1981 by the Clergy Association).

The BCLC has been in operation since 1974 when it became a Town department. Prior to this, the office had opened under the name House of Common in 1972. In 1978, BCLC was given the specific mandate to provide counseling services to teenagers and their families. In recent years, there was increasing demand for BCLC to provide services to younger children, so the age range was expanded down to nine years old.

The BCLC continues to work with adults and young people on such diverse problems as family conflict, adolescent issues, parenting skills, marriage and relationship problems, drug and alcohol use, depression and suicide, neglect, domestic violence and the like. The BCLC offers individual, family, and group therapy services, and our philosophy is oriented toward involving entire families in treatment whenever possible. Since it is within the family that these problems are most acutely felt, and these same families often possess the best and most available resources to resolve problems, we believe that family therapy is often the most useful and effective means of treatment.

Evening appointments may be arranged for working families by calling in during regular office hours (9am-5pm). (During later evening hours and on weekends, the telephone answering machine will collect messages for BCLC staff and refer callers to a 24-hour back-up emergency mental health service if there is an immediate crisis that cannot wait until the staff is available.)

INTERDEPARTMENTAL/AGENCY COLLABORATION

BCLC staff work collaboratively with town departments and other mental health and social service agencies. At the request of the school's health department, we have again provided workshops for sophomore health classes on depression.

Charlie Franich, BCLC therapist, was re-elected in June 2001 to serve as the chair of the town's Drug & Alcohol Task Force. Again this year, Peggi Durand and Charles Franich have worked very hard with Ellie Packer in the school department to implement a Peer Education Program with over 75 juniors and seniors at the high school. In the spring, these high school students speak with between 200-250 seventh graders about the dangers of substance abuse. The assumption is that seventh graders will be receptive in a different way to these issues when hearing about them from other youth. The design of this program has been in demand by schools across the state as a model for others interested in attacking the problems of substance abuse through peer education.

BCLC staff also met regularly with members of the Burlington Clergy Association and was involved in local and regional meetings of agencies and programs concerned with mental health or social services (Lahey Initiative Committee on Domestic Violence, Lahey Community Benefits Committee, Local Officials of Human Services Council, Fox Hill School Council, and other adolescent service organizations).

SOCIAL SERVICES

The BCLC also offers ALL Burlington residents a range of social services including the administration of resources offered through People Helping People, Inc. PHP is an umbrella organization made up of community volunteers who help oversee and coordinate the efforts of three established groups: Community Pantry, Covenant for Basic Needs and Burlington Holiday Program (formerly Burlington Santa). Wes Simons continued to serve on the Board of Directors of PHP. Many residents are aware that the Holiday Program helps families during Thanksgiving and Christmas. However, some other extensions of this program help needy families throughout the year with summer camperships, back-to-school clothes and the like.

The Covenant for Basic Needs is managed by the PHP Board. They work with the Burlington Clergy Association to provide limited help for those residents experiencing financial emergencies. The BCLC staff screen those applying for this assistance. In FY 2001, we handled requests that involved 147 residents. This number is in addition to the many requests from residents applying for the Holiday Program and the scores of residents already served by the Pantry.

Several residents have put a lot of time and energy into making this program work. We extend our thanks to members of the PHP Board and all those residents who contributed time, talent, and money to help PHP through another year.

BCLC also maintains an information and referral service to assist ANY resident in locating the particular social service that a resident may require. Staff has assisted young people and their parents in situations requiring hospitalizations, finding appropriate emergency or residential care, and the like. Due to dwindling resources and program cuts, this search has been more difficult and sometimes resources have been unavailable.

STATISTICAL NOTES

An average of over 200 residents each month receive counseling services. Over 150 people made requests for assistance from People Helping People throughout the year, especially during the holidays.

Counseling Caseload Age Distribution (12 month period):

191	Adults (26 & Older)
24	Young Adults (19-25)
222	Adolescents & Children

Treatment Modality

- 276 **Family Treatment**
- 137 Adults (18 young adults: 19–25yrs)
- 139 Adolescents & Children
- 90 **Individual Treatment**
- 59 Adults (parent with adolescent in family)
- 31 Young Adults, Adolescents & Children
- 23 **Team Treatment**
- 10 Adults
- 13 Young Adults, Adolescents & Children
- 48 **Group Treatment: Adolescents**

Referral Sources:

1. Schools: 39%.
2. Self-referrals: 15% (A majority of these self-referred clients were former clients who returned to deal with new crises or issues, and because they were happy with the services provided previously.)
3. Family and Friends: 14% (Approximately 61% of these residents had been clients at BCLC and recommended our services.)
4. Community Sources: 27% (police, clergy, doctors, crisis team, other town departments, DMH, DSS)
5. Other Sources: 5% (5 from psychiatric hospitals; 15 other therapists or mental health clinics)

OTHER COMMUNITY SERVICES

As in previous years, the BCLC provided administrative and other support to a number of programs in the community of benefit to Burlington residents. Michele Trigilio continues to do an excellent job coordinating the FISH and Rent-A-Kid programs. FISH (Friends In Serving Humanity) volunteers provided 94 rides to local medical and social service appointments for residents in need of transportation. The Rent-A-Kid referral service received 82 requests from adult residents who wanted to hire young people to do a variety of odd jobs.

TRAINING

The BCLC provides training to graduate student interns as part of their professional education. BCLC has provided field placement training since the late seventies to graduate students from Boston University, Simmons College, Lesley Graduate School, Tufts University, Antioch University, Northeastern University and University of Massachusetts. We thank the students for their long hours of service and dedication.

BOARD OF DIRECTORS

The Board of Directors at the Community Life Center continued their involvement and I deeply appreciate their help and support. Board members include:

Ronald MacKenzie, Chair	Thelma Iozzo
Marilyn Langley, Vice-chair	Ann McNamara
Father John Crispo	Roberta Mills
Candace Gustafson	Betty Murphy
Michael Howard	Russ Petersen

SUMMARY

The demand for our services continues to be heavy while other resources in the area continue to diminish. We extend our thanks to the many in the town who have supported our efforts.

Respectfully submitted,

Wesley M. Simons, Executive Director

B-LINE

The B-Line Advisory Committee's comments on the Selectmen's B-Line System Evaluation and Recommendation Study conducted by Vanasse Hangen Brustlin (VHB) are included in this report.

As you know, the Selectmen-appointed Burlington B-Line Advisory Committee is an active group with representation from Town officials and citizens. One of our goals, since inception, has been to identify a number of Massachusetts communities having similar intra-town public transportation systems. This allows us to share ridership/revenue data, ideas and initiatives to increase ridership, and lessons learned from those initiatives. We also work with the MBTA and the LRTA to improve and expand the public transportation network within the Town. We are acutely aware of our responsibility to the Town and have effectively and efficiently managed an operation that will, according to the votes of the Board of Selectmen, always rely upon subsidies to maintain operations.

As we reviewed the recommendations contained in the VHB report, we feel vindicated that correct decisions have been made in the execution of our duties. In many instances, we had already implemented the changes recommended in the report or were in the process of doing so. In fact, it was the Committee's request for additional funding to allow us to extend operation hours and increase ridership that led the Ways and Means Board to request this study.

The Advisory Committee meets on the second Thursday of each month in the Human Service Building at 6:00 p.m. We would be happy to meet with you to respond to any questions you might have.

We thank you for your support.

Respectfully submitted,

Eleanor N. O'Connell
Transportation Coordinator

B-Line Advisory Committee Members:

Mr. Kevin B. McKelvey, Selectman
Mr. Peter Coppola, Planning Board Member
Ms. Patricia Churchill
Ms. Patricia Farrell
Ms. Jennifer Gelinas
Ms. Nancy Hofferty
Ms. Virginia Mooney
Ms. Mildred Nash
Ms. Mabel Nevins
Ms. Anne Rowe



B-LINE ADVISORY COMMITTEE'S VANASSE HANGEN BRUSTLIN, INC. STUDY RESPONSE

1. Provide Fixed Stops

Fixed stops have been established wherever possible. In some cases, because of the lack of sidewalks, or due to medical conditions and/or impairments, passengers are not able to walk to fixed stops. We continue to work with public safety officials and the DPW Sidewalk Development Program to identify additional stops along our routes.

2. Provide Fixed Routes

The Advisory Committee agrees that fixed routes would increase efficiency. However, riders would have to walk some distance to a fixed stop. Possibly, current on-demand locations could be integrated into the COA on-demand

service. Subsequent to the revisions in the COA service the B-Line will be in a better position to establish and delineate fixed routes. This subject is under constant revision.

3. Make the COA Service More Efficient

Though outside the jurisdiction of the Advisory Committee, changes are appropriate in the operation of the COA bus. These changes would address the discretionary and non-essential trips referred to in the study, as well as addressing the need to increase fares.

4. Makes Routes 2 and 3 More Efficient

The committee is working to revise these routes in such a way as to improve existing ridership and cover the same or expanded geographic area.

5. Provide Better Connections to the MBTA

Currently, the B-Line runs from 8:00 am to 6:30 pm. To better serve commuters, the B-Line's operating hours should be extended in the morning and afternoon. Also, more direct and reliable connections are needed. Surveyed, 42% of non-B-Line users would "Very Likely" use the B-Line, if services were offered earlier and later.

6. Coordinate with Employers

The B-Line has always cultivated coordinated efforts with local employers. Letters on file support the B-Line's specific coordination with the Mall and Lahey Clinic. With the construction on Route 3 North, many employers are looking for commuting alternatives for their employees. Our ability to provide earlier service would respond directly to written requests from these employers, to provide this service for their employees. The B-Line will continue to reach out to local employers for their input and support for improving our system.

7. Develop Schedule to Better Serve Existing Destinations

The conclusion of the Study was that, "The current B-Line routes provide good geographical coverage of Burlington and serve all of the demographic groups identified by the Town." Improvement in the scheduling of the B-Line is a work in progress. The Committee will continue to identify changes that will provide more frequent and direct connections to the most used destinations.

8. Develop a Service to Meet the Needs of the Malls

The B-Line has expended great energy in partnering with the local malls to come up with a servicing plan that is practical and mutually acceptable to all. Expanded hours would directly address the greatest need of the malls.

9. Raise Fares

The Study verifies that Burlington "charges lower fares than any of the systems with which the B-Line was compared" and, "given the recent increases in MBTA fares, it would not be difficult to argue the need for a fare increase". Efforts to raise fares have been rejected by the Board of Selectmen on numerous occasions.

10. Provide More Information on the Internet

Everything that one needs to know about the B-Line Service is now on our Web Site at www.Burlington.org. We will continue to upgrade.

11. Correct B-Line Schedule Inaccuracies

Corrections have been made.

12. Correct MBTA Schedule Inaccuracies

The MBTA has been notified.

B-Line Routes 1 and 4

B-LINE

RED LINE

B-LINE

Route # 1 on the hour Starts 9 AM.Route # 4 on the 1/2 hour 8.30 AMALSO DONE AT 8.00 AM

Start Center School
Right CENTER ST pass town hall

Start Center School
R CENTER ST pass town hall

Left CAMBRIDGE ST.

R CAMBRIDGE ST. at lights

L On Req. Wall St.

R WINN ST.

L On Req. Crossroads Plaza

2nd L MILL ST

1st R LOCUST ST. to end

R WAYSIDE ROAD
(Connect with MBTA#350&352)

L WINN ST

R WINNMERE AVENUE

1st L SO. BEDFORD ST

3rd L OVERLOOK AVENUE to stop sign

1st R BLANCHARD RD>

1st L GLEN AVENUE

1st R EDGEMERE AVE

1st L HARRIET AVENUE to lights

1st L MULLER ROAD

R WINN ST

1st R MOUNTAIN ROAD

1st L WYMAN ST.

R MIDDLESEX COMMON

1st L WINN ST

1st R WILDMERE AVE

R ON MIDDLESEX TPK

L CARLTON AVENUE

L NEWBRIDGE

R On Req. Vinebook Plaza (tower records)

1st R FRANCIS to end

R WINN ST

R BURLINGTON MALL

R PEACH ORCHARD RD

to turn around

(On Req. Lahey Clinic

MARSHALL SIMONDS SCHOOL

then right on mall rd to 1st left

R WINN ST

so.bedford to end R on lex St.)

L CENTER ST

L BIRCHCREST ST.

ACROSS TO LEXINGTON ST. to end

L TOWER HILL

XXX

R BEDFORD ST. to end

R BIRCHCREST ST.

R CENTER ST. TO SCHOOL

CENTER ST to school

XXX ON 2.30PM Route after tower
hill go to High School Then to
center school

5:00pm (LAST TRIP)

5:30 pm (LAST TRIP)

B-Line Routes 2 and 5

B-LINE

GREEN LINE

B-LINE

ROUTE 2: 8:00AM-6:30PM

ROUTE 5: 8:30AM-5:30PM

Start Center School

Start Center School

Right CENTER ST pass town hall

R CENTER ST pass town hall

R CAMBRIDGE STREET

L CAMBRIDGE ST

R WILMINGTON RD.(RT. 62) at light
after playground

1st R BEDFORD ST.

2nd Left CARTER RD to end

1st L LEXINGTON ST.
after reduce speed sign on curve

R DORIS RD to end

1st R SANDRA ST. to end

L STONEY BROOK RD to end

R WILMINGTON RD.

R MALL RD.

2nd L WESTWOOD ST.

2nd L LAHEY CLINIC

1st R BLACKHORSE LANE

L MALL RD

1st L SUMNER RD to end
Quick right & Left to
VINCENT RD

L BURLINGTON MALL

1st R DONALD RD to stop sign

L MIDDLESEX TPK.

R HART ST

L MIDDLESEX COMMON

1st R FOX HILL RD

L MULLER RD. to end

2nd L BOULDER DR. to end

R BLANCHARD RD to end

L UPLAND RD to end

L SO BEDFORD ST

R FOX HILL RD to end

1st R WAYSIDE RD to end
Connect with MBTA#350&352
Wall St & Crossroads Plaza

L SKILTON RD. to end

XXX on req.

L MILL ST.

L CAMBRIDGE ST.

2nd R FREEPORT DR.

R BIRCHCREST ST to end
XXX on req.

1st R TONER DR. to end

Tower Hill

L MILL ST. to end

L CENTER ST To School

R WINN ST. to end

L CAMBRIDGE ST

L *fire house to center St*

R to CENTER SCHOOL

6:00 (LAST TRIP)

5:30 (LAST TRIP)

B-Line Routes 3 and 6

B-LINE

Blue LINE

B-LINE

Route # 3 on the hour starts 8.00AMRoute # 6 on the 1/2 hour starts 8.30AM

Start Center School

Right CENTER ST pass town hall

Left CAMBRIDGE ST

1st R BEDFORD ST.
After church & Francis Wyman

3rd R COLLEGE RD to end

L FRANCIS WYMAN RD. to end

R CAMBRIDGE ST.

2nd L LEROY DRIVE to end

R PAULA ST. to end

R WILMINGTON RD.

1st R CHESTNUT AVE. to end
Connect with MBTA#350&352)
Cross Cambridge St. to
COUNTY RD.

2nd L WINONA RD

1st L RAHWAY RD.

1st R SKELTON RD

5th L MACON RD

1st R GIDLEY to end

L PRINCETON RD. to end

R CAREY AVE. to end

R MEADOWVALE RD to end

L BEDFORD ST to end

XXX

R CENTER ST to school

XXX High School 2.20pm

XXX High School 3.20pm

6:00pm (LAST TRIP)

Start Center School

R CENTER ST pass town hall

L CAMBRIDGE ST.

1st R BEDFORD ST,

L TERRACE HALL AVE

R A STREET to end

R MIDDLESEX TURNPIKE

L BEDFORD STREET to lights

L NETWORK DRIVE
follow back to Middlesex Tpk
Cinema on request

L MEADOW RD to end

Tower Record Mall on req.

L MALL ROAD

R BURLINGTON MALL

R MALL ROAD

R LAHEY CLINIC

R MALL ROAD

1st L SO. BEDFORD to end

1st R HOPE ST

1st R JAMES ST to end

R HEMLOCK ROAD to end

L SANDY BROOK ROAD to end

R TERRACE HALL AVE to end

R BEDFORD STREET to end

R CENTER ST. To School

5:30pm (LAST TRIP)

COUNCIL ON AGING

The Burlington Council on Aging was established in September 1967, by a vote of the Burlington Town Meeting Members. Members of this Board are appointed by the Selectmen for one and three year terms. The Council on Aging Board serves as advocates for the Burlington senior population in areas of health, welfare and housing options. The COA Board is dedicated in promoting dignity, self-determination, well being through leadership, services and education. The Board institutes and encourages programs such as computer education, grandparents as parents, meals on wheels, affordable housing and protection of the rights of senior citizens. The population age 65 plus is currently about 34.7 million and is projected to double over the next three decades to nearly 70 million.

Affordable housing has become a reality for seniors with the ingenuity and creativity of the three way land swap. The Town has been commended by the Massachusetts Municipal Association who will present the Town with the Kenneth Picard Reward for this outstanding achievement. The Council on Aging was on the forefront of this endeavor by presenting the Selectmen with a survey completed by Burlington Senior Citizens. Alternative housing options was top on their list. The Town through the work of the COA and the Senior Housing Options Committee were instrumental in the Assisted Living Facility, Long Meadow Place.

During this year, the Council on Aging and the Senior Center was chosen by Lahey Clinic to be part of a research study which offers seniors the ability to take control of their health issues in the area of chronic illnesses.

The Council on Aging has seen some big changes this year. Beginning with the retirement of Jeanne Garrett, who had served as Coordinator for the Council on Aging for 22 years and the hiring of a new Coordinator Margery McDonald. Marie Sotiros also announced her retirement at the very end of the year. Kay Cavanaugh, our former meal site manager, and an active volunteer around the center who coordinated many enjoyable trips passed away. All three are and will be missed by those they touched over the years.

Monthly Meetings

The Council on Aging board meetings are held on the second Wednesday of the month at the Senior Center at 10am in Room 136. The meetings are open to all with citizen participation encouraged.

Monthly Newsletter

The Spotlight, a monthly informational newsletter is mailed to all persons 60 and over who have registered at the COA Office, there is no charge for this subscription. The monthly Bulletin serves as a very valuable link between the Council and the elderly community. The Spotlight updates news pertaining to medical and legal issues, a monthly Calendar of schedules and events along with a daily lunch menu is included in the newsletter. The Burlington Senior Citizens Newsletter is also included in the mailing of the Bulletin.

A lunchtime "Eating Together Program" operated by Minuteman Senior Services is available Monday through Friday at the Senior Center providing a nutritious meal and an opportunity to socialize with old and new friends. Also operated by Minuteman Senior Services, the nutrition program also provides home delivered meals to those Burlington residents who are homebound and in need. In addition, Minuteman provides a wide range of services to Burlington residents designed to maintain individuals in their own home and communities. Services include case management, in-home services, money management, nursing home pre-screening and companionship.

- Serving Health Information Needs of Elders, (SHINE) is available twice a month by appointment to assist and inform elders of their rights and availability of health benefits. Nursing home assistance is part of this service. The SHINE Counselor is a qualified, trained volunteer sponsored by the State Department of Elder Affairs through Minuteman Senior Services.
- The town's seniors are fortunate to have a valuable resource in an outreach worker. The outreach worker is available by appointment, which may be made by calling the COA office. Home visits are available by request.
- Legal assistance is available monthly by appointment only. This is a free service with a knowledgeable lawyer who specializes in Elder Law.

- Fuel assistance is available at the Council on Aging Office from October through March in collaboration with the Emergency Fuel and Weatherization Program located in Lowell, Massachusetts.
- The Council on Aging van provides door to door transportation free to seniors within the boundaries of the town for senior center programs, the lunch program, shopping and medical appointments.
- Tax assistance is available FREE from February to March. Volunteers are trained and available through the AARP Tax Assistance Program. Appointments are necessary; call the COA office to set up an appointment.
- Senior homeowners who are eligible may apply for the Senior Property Tax Program at the COA office. The program allows qualified participants to work 100 hours and then apply their earnings toward their property tax. This program is available to seniors 60 years or older who have an income that does not exceed \$45,000 for one person or \$55,000 for two people. Only one person per household per year may participate and they must be the homeowner or current spouse living within the Town of Burlington
- Informational presentations are offered at the senior center on a wide array of subjects such as Medicare, Long Term Care, HMO, legal issues, financial planning, housing and health and wellness.
- The Senior Center is a place where holiday parties, volunteer recognitions, summer cookouts, senior socials once a month in the evening and various fund-raisers are held.

Programs available at the Senior Center

- In the Artist Workshop you pick the media of your choice with the talented assistance of Gwen Burgess, volunteer instructor for the class.
- Quilting is taught once a week during the fall, winter and spring. While the "Crafty Chicks" also meet once a week for conversation and "needlework".
- Beano is offered every week during the week and twice a month on Sundays.
- Exercise is offered in the form of line dancing, TaiChi and exercise classes. The exercise classes are taught three times a week with the assistance of Lahey Clinic.

- Movies, both current and classic are offered twice a month; refreshments are served during the movie.
- Day and overnight trips are available to seniors; and sign up is on the Trip Boards at the Senior Center.
- Computer classes are available by list; registration may be accomplished through contact by phone or in person.

**The Council would like to take this opportunity to once again thank Lahey Clinic for their most generous donation for weekend senior transportation, which provides seniors with the opportunity to attend Church and Temple services as well as transportation to the mall for dining and shopping. We look forward to on-going community services and goodwill.*



Front row(left to right): Marge McDonald, Muriel O'Brien, Eleanor Bonfanti, Robert Wong. Back row(left to right): Gwen Burgess, Arlene DiRocco, Mary Lindley, Gordon Thomson (Missing Robert Tyler, Marie George, Jack Gulde)
(Photo by Robert Wong)

COA Board Members

Mary Lindley, Chairperson	Robert Tyler
Arlene DiRocco, Vice Chair	Robert Wong
Gwen Burgess, Treasurer	Marie George (alternate)
Eleanor Bonfanti, Secretary	Gordon Thomson (alternate)
Muriel O'Brien	Jack Gulde (alternate)

Respectfully submitted,

Margery R. McDonald, Coordinator and
the Board Members of the Council on Aging

TREASURER/COLLECTOR

The Town of Burlington continued its growth in Real Estate by increasing its property values by \$417,496,530 to a total value of all Property Classes of \$3,427,885,815. The Tax Levy increased from \$47,298,174 to \$50,354,340 or an increase of \$3,056,166 from Fiscal Year 2001. Our reserve in taxing capacity now stands at \$4,155,000.

The Residential tax rate was reduced from \$9.60 per thousand to \$9.10 per thousand. The commercial industrial tax rate was also reduced from \$24.00 to \$22.10. The amount levied percentage for residential went up slightly from 35.1737% to 35.3133% under the classification of property the Town has two rates it uses to allocate the taxes it assesses and collects. Below is the breakdown of Taxes levied for FY 2002 for the Town of Burlington.

CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES	LEVY BY CLASS
Residential	35.3133%	1,953,995,084.00	9.10	17,781,355.26
Open Space	00.0000%	0.00		
Commercial	52.3527%	1,192,860,801.00	22.10	26,362,223.70
Industrial	07.0981%	161,729,900.00	22.10	3,574,230.79
SUBTOTAL	94.7641%	3,308,585,785.00		47,717,809.75
Personal	5.2359%	119,300,030.00	22.10	2,636,530.66
TOTAL	100.0000%	3,427,885,815.00		50,354,340.41

The Town of Burlington's health insurance claims have continued to increase for 2001. The Town's large claims experience combined with health insurance costs rising nationally, gave the Town no choice but to recommend a 16% increase for insurance premiums beginning January 2002. The Town, however, was able to implement a new drug program to help reduce future health insurance costs. Although large claims costs were not as severe as in 2000 they still represent a large liability for the Town which is self-insured. The Town will be monitoring large claims and educating our employees monthly to help reduce future health insurance claims.

The Town of Burlington's Community Scholarship Foundation had another successful year. Our largest fundraiser each year is the telethon and in 2001 this event raised a record \$65,000. We were also able to raise another \$11,754 for general taxpayers check-off contributions and our Adopt-A-Class Program raised another \$18,445. This

brought our fund balances to a record \$869,358 as of December 31, 2001. The Town of Burlington is very proud of the success of the Burlington Community Scholarship Foundation. Through business and residential contributions the fund has grown handsomely. We congratulate all volunteers and Directors of the Foundation who have succeeded in making this Scholarship Program such a large success.

The Town continued its successful financial management and was able to increase its reserve balances. Town meeting voted and approved adding \$350,000 to our stabilization fund and that balance was 1,020,000 as of December 31, 2001. The Town's estimated free cash had a balance of \$4,000,000 as of December 31, 2001. Management has committed to funding projects through a thoughtful process of planning and budgeting based on critical needs. The Town's management team has established strict guidelines before appropriating funds for capital projects.

Another favorable result was the collection of \$167,061 in prior years motor vehicle excise taxes outstanding. We were also able to collect \$94,401 in prior years tax title accounts. The Town's outstanding taxes for prior years are at a record low due to an aggressive collection effort and a healthy economy. The Town investment income for all funds was \$1,142,929 for FY 2001. The Town has been very fortunate to be able to have paid for all the projects and funding without seeking any proposition 2½ override votes. However, the strong economy and healthy growth in our real estate values and new growth development in the commercial industrial sectors will not continue at the level of the past five years. The Town must be conservative and prudent in recommending future capital projects to Town Meeting and how they will be funded.

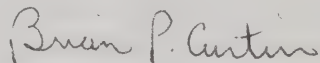
The following is a listing of gross and net payroll. Included are the withholdings for the benefits and other payroll deductions of Town employees for the years 1997 through 2001. The Town of Burlington uses ADP service bureau to prepare the weekly and bi-weekly payrolls. During the year 2001 we were able to transition to a new window based payroll processing and reporting software product with ADP. This new software should save the Town processing time and help enhance our federal and state reporting requirements as well as our monthly and annual report capabilities in the future.

2001 Annual Report

	1997	1998	1999	2000	2001
GROSS PAYROLL	\$36,978,728.32	39,647,384.76	42,612,636.31	44,766,058.70	49,584,443.74
Withholdings					
Federal Tax	4,612,834.96	4,937,073.97	5,358,366.21	5,657,195.50	6,104,709.27
State Tax	1,889,591.99	2,009,333.64	2,096,064.81	2,166,966.28	2,298,870.27
Retirement	2,357,030.93	2,573,942.06	2,813,320.52	2,991,565.77	3,921,217.31
Chap 32-B Health Insurance	720,257.36	782,520.31	913,644.38	1,069,889.86	1,267,114.06
Disability Insurance	29,189.21	30,495.03	31,905.96	31,045.64	30,049.52
Delta Dental Insurance	133,767.30	157,623.92	177,003.25	188,810.23	206,162.87
Credit Union	3,408,081.25	3,437,853.62	3,454,755.21	3,489,654.36	3,558,473.60
Tax Shelter Annuities	556,233.61	641,262.78	689,980.21	669,644.49	706,656.71
Deferred Comp Plans	1,004,120.47	1,086,742.16	1,133,419.16	1,153,135.47	1,213,516.90
Teachers' Association	120,434.77	126,853.53	142,015.30	142,768.44	156,122.70
Union Dues	97,340.86	99,285.96	106,190.87	111,172.21	112,734.39
Suspense	142,302.18	141,197.56	142,710.24	157,716.76	183,140.52
United Way	2,186.00	2,590.00	2,003.00	2,326.00	2,935.00
Life Insurance	110,103.22	113,068.49	107,900.46	104,143.70	105,161.39
FICA-Medex	215,015.91	250,222.42	290,851.38	326,945.76	386,670.39
Social Security	12,515.08	12,037.51	11,432.63	5,808.99	57.77
U.S.Savings Bonds	18,357.40	17,112.36	15,077.92	12,834.54	13,126.64
TOTAL WITHHOLDINGS	15,429,362.50	16,419,215.32	17,486,641.51	18,281,624.00	20,266,719.24
NET PAYROLL	21,549,365.82	23,228,169.44	25,125,994.80	26,484,434.70	29,317,724.50

STAFF: Sheila Flaherty, Virginia Gallagher, Debra Gochis, Jayne Hyde, Debra Keene, Michelle Maguire, Paula McMahon, Laura Nichols, Andria O'Shea, Lisa Runyan, Mary T. Smith, Teresa Tarpey, Phyllis Van Wart

Respectfully submitted,



Brian P. Curtin
Treasurer/Collector

ASSESSORS DEPARTMENT

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2001.

During the year the Assessors held regular meetings on the second Thursday of the month, and when needed, had meetings with taxpayers and interested citizens. The Appraiser/Assistant Assessor, Russell Washburn, attended monthly department head meetings chaired by Robert Mercier, Town Administrator.

The primary function of the Assessors Office is to value all real and personal property within its community. Members of the Board, as well as office staff, attended schools, classes, conferences, seminars and clerk's meetings sponsored by the Department of Revenue, Massachusetts Association of Assessing Officers and the Middlesex County Assessors Association, in an effort to maintain their proficiency in the administration of the office, and the appraisal and maintenance of real and personal property for assessment purposes.

Massachusetts law mandates a value be placed on all real property and taxable personal property. A great deal of information about property and marked characteristics is collected, recorded and analyzed. As an example, Income and Expense Statements are mailed to Commercial and Industrial property/building owners every year, and sales information forms are mailed to every new owner of real property each month. Forms of List are mailed to every business owner requesting information on all taxable personal property at that location.

Every building permit received in the office is reviewed and any that affect value require a site visit. Russell Washburn, Appraiser/Assistant Assessor, reviews and visits all the Commercial/Industrial sites. John Dillon, Data Collector/Assistant Assessor, reviews and visits all residential properties with permits and reviews all the personal property Forms of List. The State Department of Revenue mandates that the Assessing Department visit each house every nine years to verify property data. Although the last Data Verification Program was conducted in 1999, we have already entered into the new cycle. John Dillon has already been working in the neighborhoods. Valuation inspections are conducted by map area (approximately 100 per map).

A letter from the Assessors Office is mailed to each residential owner notifying the taxpayer when to expect the Data Collector/Assistant Assessor. If access is not gained, a subsequent letter requesting an appointment is mailed. At this point in time, visits have been conducted to approximately 25% of the residential households.

Once the Board of Selectmen sets the tax rate the tax bills are mailed out. This generates a lot of activity within the office, including but not limited to, processing exemptions and abatement applications. This year we processed 51 real estate and 8 personal property abatement applications. Exemption applications totaled 430. With the addition of the Assistant Assessor/Data Collector all residential real estate and personal property abatement applications are subject to field review. The information gathered, along with the Assistant Assessors' recommendation, is provided to the Board of Assessors for a determination on the application. Notices are sent out to the applicants of the Board's decision. All applicants can file an appeal within three months of the date of denial, if denied by the Board.

During the first two weeks of January, 1022 Forms of List were mailed and due back in the office by March 1, 2001. Also, approximately 415 income and expense requests were mailed out to owner or lessee of property located in the town. These were due back to the Assessors office in sixty days.

Also at the beginning of the year, a large motor vehicle excise commitment was received from the Registry of Motor Vehicles with ten additional small to medium commitments received periodically during the year. Since many in the community receive an excise tax bill, the bills generate a flurry of varied questions that are addressed by the staff. Out of approximately 25,000+ excise bills received, over 1,115 required some sort of adjustment. As an example, if a car is sold, stolen, taken off the road or the taxpayer has moved to another community or state, the taxpayer will call or visit the office to clarify this matter.

Additionally, the office staff processed 513 deed transfers, new owner sales verification questionnaires that reflect the sales analysis, 741+ building permits and approximately 101 certified abutters list. Also, a total of 434 unpaid water/sewer bills were lienied against the real estate tax bills. Each unpaid water/sewer bill must be entered into the computer so that it will appear on the real estate tax bill for that particular property.

The assessed value tax roll for the Town of Burlington contains 8,644 accounts, 7,736 real property accounts and 908 personal property accounts, with an annual total assessed value of \$3,427,885,815.00 for the tax Fiscal Year 2002.

The two installed touch computer terminals for the public that provide easy access to assessment records have been a continued success. The computer software allows searches by ownership, street, and map, parcel and lot of all taxable and exempt properties in the Town of Burlington.

For calendar year 2002, the Board of Assessors is planning to have the Real Property data base available on the Town of Burlington web site, www.burlington.org.

The Board would like to thank the administrative staff, Russell Washburn, John Dillon, Patricia Golden, Marcia Nonni and Maureen Nicoloro for their dedication in an ever-expanding workload.

Respectively submitted,

Lisa M. Annunziata, Chairman
Paul R. Sheehan, Vice Chairman
Michael Crocker, Secretary

PLANNING BOARD



Planning Board: Front row (left to right): Jayne L. Hyde; Albert L. Fay, Jr.; Paul F. Roth, Chairman. Back row (left to right): Paul R. Raymond, Vice-Chairman; Ernest E. Covino, Jr.; Peter J. Coppola; John A. DeFrancesco.

ORGANIZATION AND MEMBERSHIP

As the result of the Annual Town Elections in April 2001, Paul F. Roth was re-elected to serve a five (5) year term.

The Planning Board's officers and committee appointments following the May 3, 2001 Board reorganization were as follows:

OFFICERS:

Paul F. Roth	Chairman
Paul R. Raymond	Vice-Chairman
Peter J. Coppola	Member Clerk

MEMBERS:

Ernest E. Covino, Jr.
John A. DeFrancesco
Albert L. Fay, Jr.
Jayne L. Hyde

COMMITTEE MEMBERSHIP

Albert L. Fay, Jr.	Tri-Town Growth Committee
Albert L. Fay, Jr.	Citizens' Advisory Committee
Albert L. Fay, Jr.	Sign Bylaw Committee
Albert L. Fay, Jr.	Bike Path Committee
John A. DeFrancesco	Information Systems Advisory Committee
John A. DeFrancesco	Housing Partnership Committee
Jayne L. Hyde	Land Use Committee
Jayne L. Hyde	Sign Bylaw Committee
Jayne L. Hyde	Housing Partnership Committee
Jayne L. Hyde	Senior Housing Options Advisory Committee
Peter J. Coppola	Route 3A Committee
Peter J. Coppola	Facilities Study Committee
Peter J. Coppola	Town Meeting Growth Impact Task Force
Ernest E. Covino, Jr.	Route 3A Committee
Ernest E. Covino, Jr.	Housing Partnership Committee
Paul R. Raymond	Land Use Committee
Paul R. Raymond	North Suburban Planning Council
Paul F. Roth	Facilities Study Committee
Paul F. Roth	Route 3A Committee
Paul F. Roth	Recreation Commission
D. Anthony Fields (Planning Director)	North Suburban Planning Council

PLANNING BOARD SUBCOMMITTEES

Zoning, Site Plan, and Subdivision Rules and Regulations

Revision Subcommittee:

John A. DeFrancesco
Ernest E. Covino, Jr.
Paul R. Raymond

Master Plan Subcommittee:

Peter J. Coppola, Chairman
Paul R. Raymond, (Alternate)
D. Anthony Fields (Staff)

PLANNING BOARD STAFF

D. Anthony Fields, Planning Director
Melissa M. Santucci, Assistant Planner
Diane D. Andrade, Principal Clerk (Resigned April 2001)
Cynthia J. Dunleavy, Principal Clerk (Hired September 2001)

ROLES AND RESPONSIBILITIES OF THE PLANNING BOARD

The Planning Board was established by a vote of Town Meeting in 1939 in accordance with Massachusetts General Laws, and the first Board was elected in 1940. The Board normally holds regularly scheduled meetings on the first and third Thursdays of each month. As required by the number of applications, the circumstances of a specific application, or the need to consider specific issues or topics, the Planning Board also holds additional special meetings.

The Board is responsible for:

1. Long Range Planning: The Planning Board initiates planning studies to identify existing and future land use issues and problems and proposes courses of action to address such issues and problems. To implement the recommendations of planning studies, or in response to changes in state or federal law, the Planning Board directs the preparation of proposed amendments to the Zoning Bylaw and Planning Board Rules and Regulations, and conducts the public hearings required for adoption of such amendments.

2. Statutory Responsibilities: By State law, the Board is responsible for the exercise of the Subdivision Control Law in Burlington and has, in the absence of superseding Court action, final authority regarding subdivisions and Approval Not Required plans (certification that a land division is not subject to subdivision control law).

3. Responsibility Authorized by Town Meeting: By authority delegated by Town Meeting through the Zoning Bylaw, the Board is responsible for making decisions on site plans, site plan waivers and special permits. The Planning Board also conducts public hearings and makes recommendations to Town Meeting regarding applications for changes in zoning districts and for amendments to the text of the Zoning Bylaw.

LONG RANGE PLANNING ACTIVITIES

In February of 2001, the State's Executive Office of Environmental Affairs presented its build-out analysis of Burlington. The build-out analysis projected an additional 319 housing units and 542,719 square feet of commercial and industrial space. The population at build-out is projected at 24,876. These projections are slightly more conservative than internal projections, but the state's analysis only examines vacant property and not reuse of existing facilities. The EOEa analysis does enable the Town to receive \$30,000 in consultant services to help prepare a Community Development Plan. A community development plan examines four issues – housing, economic development, transportation, and open space. Analysis of whether to pursue such funding, given the requirements and restrictions imposed by the state agencies overseeing the program, will be completed early in 2002.

The Planning Department continued to work with Wilmington, Reading and North Reading to study land use issues and impacts on the upper Ipswich River watershed. The four towns secured a \$100,000 Planning for Growth Grant from the Department of Housing and Community Development in 1999. The resulting report addresses issues pertaining to water supply, water quality, sewerage and septic disposal, open space, and future growth management in the watershed. A final public forum on the report is scheduled for January of 2002.

The Planning Department also worked with an architecture class at the Massachusetts Institute of Technology in examining land use patterns along the Route 128 corridor. This effort is anticipated to be expanded in the spring of 2002 by continued use of Burlington as a case study by next year's class.

PLANNING OVERSIGHT

In 2001, there were 106 applications and requests related to land development that required a formal decision by the Planning Board. The strength of the national and regional economies at the start of the year resulted in another busy year for the Board members and its staff. A slower pace of applications is anticipated in 2002 accompanying the slowing economy. Burlington continues to be a desirable location for both new businesses and residents, creating a variety of challenges for the Planning Board in balancing goals related to economic development, water

supply protection, sidewalk and pedestrian enhancements, traffic management, and community character.

Buildings 7 and 8 at the Sun Microsystems campus were approved in 2001, adding 300,000 square feet to the existing 800,000 square feet that was built under Phases I and II. This will bring the campus to approximately 1.1 million square feet out of the total 1.4 million square feet authorized by Town Meeting. Proposed Building 10, approximately 200,000 square feet, proposed for the east side of Network Drive remains under review.

Trammell Crow Phase IV, a 120,000 square foot office building in the Planned Development District off Cambridge Street, was approved during 2001. Construction of this fourth of five planned office buildings had not commenced by the end of the year.

Wireless telecommunications issues continue to be prominent on the Planning Board's agenda following the adoption of a Wireless Communications Bylaw at the September 2000 Town Meeting. Three denials of locations not consistent with the adopted bylaw remain in litigation while the Town works with the providers to secure alternative locations within the adopted overlay districts. A multi-carrier monopole proposed by American Tower within the Northwest Park office park adjacent to Route 3 was approved and constructed in 2001. The Town's Center Street water tank was approved for multiple carriers in 2001. A location near the intersection of Cambridge Street and Wilmington Road remains under review.

A Roche Brothers Grocery Store proposal submitted in November of 2000, seeking to locate within existing tenant space at Crossroads Center on Cambridge Street, was approved in January 2001. The 46,000 square foot store opened to the public in December of 2001.

Shaw's Supermarket received approval to reconstruct the former "Economy Shopping Center", also known as the Filene's Basement Plaza, to create a 67,000 square foot grocery store and retain a 5,000 square foot liquor store. The resulting size of the center would decrease by 40,000 square feet. Minor improvements to the Cambridge Street corridor were included in the approval. This approval was appealed by abutters to the property and remains in litigation at the end of the year.

The Candlewood Hotel, originally approved in 1998, received continued attention in 2001 following severe ero-

sion of the rear slope following a March storm and pursuant to implementation of required off-site improvements. The Board reviewed progress on the required mitigation and other construction items on a monthly basis.

DEVELOPMENT APPLICATIONS

Development activity under the jurisdiction of the Planning Board falls into three categories: subdivisions, site plans, and special permits. The Subdivision Control Law is the statutory authority that gives the Planning Board jurisdiction over the creation of new lots and construction of new streets. Site Plan review and Special Permit granting authority are derived from Town Meeting through the Burlington Zoning Bylaw.

UNDER SUBDIVISION CONTROL LAW:

The review of proposals to create new lots or construct new streets under the Subdivision Control Law may fall under one of three categories:

Approval Not Required Plans (ANR's)

The ANR procedure may be used to create new lots if the proposed lots have the minimum required frontage on a public way, or to convey land area to an adjacent lot. By State Law, these divisions of land are not regulated under the full requirements of the Subdivision Control Law, and the Planning Board has no authority to review and approve them as definitive subdivisions. If the plan proposes lots with the minimum required frontage and legitimate access, the Planning Board must endorse the plan to acknowledge that it is not subject to the full requirements of the subdivision control law. There were eight "Approval Not Required" (ANR) plans filed with the Board in 2001. Seven were approved, and one remains pending into 2002. One application pending from 2000 was approved in 2001.

Preliminary Subdivisions

A preliminary subdivision plan reflects the potential division of land into two or more lots, and is required for all non-residential subdivisions. It is recommended, but optional, for residential subdivisions. The preliminary subdivision plan allows the Planning Board and the Board of Health to review and have input on a conceptual proposal with respect to lot configuration, road layout, utilities, and drainage. One preliminary subdivision plan was filed with the Planning Board in 2001, and was approved.

Definitive Subdivisions

A definitive subdivision plan is a division of land into two or more lots and details specifically how a new subdivision road will be laid out, the final lot configuration, and the location and dimensions of utilities such as water, sewer, and drainage facilities. The Planning Board must review the submitted plan for conformance with the Board's adopted Subdivision Rules and Regulations and the Board of Health's recommendations. The Planning Board must approve the plan unless it does not conform with its adopted regulations or with the regulations of the Board of Health. Three definitive subdivision plans were filed in 2001. One was approved, one was withdrawn, and one remains pending into 2002. One industrial subdivision plan filed in 1993 remains pending. The status of the subdivision plans reviewed in 2001 are as follows:

Residentially Zoned Land - Approved Definitive Subdivisions:

- Timothy & Lisa Hovasse – 1 Lot – Hillsdale Avenue

Residentially Zoned Land - Withdrawn Definitive Subdivisions:

- Bedford Builders – 4 lots – Marion Road

Commercially Zoned Land – Pending Definitive Subdivisions:

- Andrews Way - 2 Lots - 43 South Avenue — (M/A-COM, Inc.) (Filed in 1993)
- Wall Street – 4 Lots — (The Gutierrez Company)

UNDER THE ZONING BYLAW:

The Zoning Bylaw requires that the development, redevelopment, or improvement of all commercial, multi-unit residential and municipal services projects may only be constructed in accordance with an approved site plan. The Planning Board reviews such proposals to ensure that the development of a site is conducted in accordance with the Zoning Bylaw and will not result in problems with respect to Town utilities, or create adverse impacts on adjacent property. The Planning Board's Site Plan Rules and Regulations have established four levels of review depending on the scope of activity proposed and previous decisions of the Planning Board affecting the subject property. The four levels of review are Site Plan, Site Plan Waiver,

Minor Engineering Change, and Insignificant Change. The Zoning Bylaw also designates the Planning Board as the Special Permit Granting Authority.

Site Plans

A formal Site Plan review is required for projects involving new construction or substantial additions or alterations to an existing facility, and may be imposed where an alteration is proposed for existing facilities that predate the establishment of the site plan review process. The application process requires a public hearing and a multi-departmental review of the proposal. Eight site plan applications were filed in 2001. Five of the applications were approved and three remain pending into 2002. Three pending applications from 2000 were approved in 2001. Two pending applications from 2000 were withdrawn in 2001. A discussion of some of the major projects is provided earlier in this report.

Site Plan Waivers

For property where a site plan has been previously approved, or for a relatively minor change to a property where there is no approved site plan, a property owner may receive permission to make changes to the development on that property by applying for a site plan waiver. A waiver of the site plan requirement may also be considered for existing properties which need to implement handicapped accessibility improvements when no approved site plan is on file. The Planning Board received four requests for site plan waivers in 2001. Three of the requests were approved, and one was withdrawn.

Minor Engineering Changes

A property owner may wish to make a minor change to an approved site plan. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include parking space alignment, handicapped access adjustments, and minor drainage improvements. The Planning Board received nineteen requests for minor engineering changes in 2001. All nineteen of the requests were approved. One pending application from 2000 was approved in 2001.

Insignificant Changes

Insignificant changes to an approved plan constitute the most minor site changes made in accordance with site

plan review. This type of change may include a minor adjustment of parking space alignment necessitated by on-site conditions, changes in exterior doorways, minor hand-capped accessibility improvements, or changes in building footprint which do not increase the gross floor area of the building. The Planning Board received ten requests for insignificant changes in 2001. Eight of the requests were approved and two remain pending into 2002. Two applications pending from 2000 were approved in 2001.

Special Permits

The purpose of a special permit is to control uses which may be appropriate, depending on the location and the manner in which the use is developed and operated. Special permits are generally for uses specified in the Zoning Bylaw which require the highest degree of scrutiny by the Planning Board. The Planning Board reviews each proposed special permit and determines if the use should be allowed and what conditions should be required. The Town of Burlington requires special permits for three types of use:

- Certain land uses determined to require conditional review for development throughout the town.
- Certain land uses and site development, such as discharge of storm water into a wetlands, which have the potential to adversely affect wetlands.
- Certain uses and site development which have the potential to adversely affect the aquifer and water resource districts.

Restaurants, fast-order food establishments, hazardous materials use and storage, fuel storage, automotive uses, and communication antennas are common examples of uses that require a special permit in Burlington.

Twenty-six special permit applications were filed in 2001, of which six were issued, two were withdrawn, and eighteen remain pending into 2002. Of six applications pending from 2000, four were issued, one was withdrawn, and one remains pending into 2002.

CHANGES IN THE ZONING BYLAW

There are two kinds of zoning amendment actions: (1) the change of zoning district designation for one or more parcels of land (rezoning), and (2) amending the text of the Zoning Bylaw to revise the regulations governing use of property and the procedures for seeking development

approval (text amendments). The Planning Board must conduct public hearings on proposed rezoning petitions and zoning text amendments and make recommendations to Town Meeting. Town Meeting has the final responsibility to approve or deny a proposed rezoning or zoning text amendment.

Rezoning:

There were two rezoning petitions submitted in 2001, initiated by the Town of Burlington pursuant to the "land swap". The Board of Selectmen jointly with the affected property owners filed petitions to rezone two properties to Planned Development Districts in order to pursue goals related to affordable senior housing, open space protection, and historic preservation. The properties included the Grandview Farm on Center Street, owned by the Ruping family, and property owned by the Gutierrez Company off Wall Street and Mountain Road. These rezonings were approved at a Special Town Meeting in May.

Another rezoning petition submitted in 2001 involved a request to delete the wetlands overlay district for 5 Burlington Woods. Following a review by the Conservation Commission and Planning Board to confirm that no wetlands actually existed in the particular location, the request was approved at the May Town Meeting.

Text Amendments:

There is one petition that was filed in December 2000 for consideration at the January 2001 Town Meeting to modify the sign regulations for nonresidential uses in the one Family Dwelling (RO) District. This application was withdrawn prior to Town Meeting consideration.

As a result of a court case that effectively overturned the ban on tattoo parlors in Massachusetts, the Planning Board submitted a proposal to provide regulations to govern the practice of body art within the town. These regulations were approved at the May Town Meeting.

Also approved at the May Town Meeting were a series of housekeeping amendments submitted by the Planning Staff that do not affect land use issues.

APPLICATION FEES

The Town collects fees for applications made to the Planning Board for subdivisions, site plans, site plan waivers, special permits, and planned development district

rezoning applications. Subdivision inspection fees are also required. Fees collected are directed to the general revenue fund of the Town. In 2001, the following fees were collected:

Subdivisions.	\$ 3,102.20
Approval Not Required.	\$ 960.00
Special Permits	\$ 35,500.00
Site Plans	\$ 17,200.00
Site Plan Waivers	\$ 700.00
Minor Engineering Changes	\$ 6,650.00
Insignificant Changes	\$ 1,000.00
Rezoning.	\$ 0.00
Miscellaneous.	\$ 205.00
TOTAL FEES COLLECTED	\$ 65,317.20

Respectfully submitted:

Paul F. Roth, Chairman
 Paul R. Raymond, Vice Chairman
 Peter J. Coppola, Member Clerk
 Ernest E. Covino, Jr.
 John A. DeFrancesco
 Albert L. Fay, Jr.
 Jayne L. Hyde

BURLINGTON RECREATION DEPARTMENT

What a challenging and exciting year for the Recreation Department! We made history in 2001: Burlington's longest serving Recreation Commissioner, Mark Sherwood, retired from the Board after twenty-four years of distinguished service; the Recreation Department embarked upon the most extensive playground rehabilitation program ever attempted by the Town; and the Recreation Commission initiated the most ambitious long-range planning effort in the Recreation Department's history. These unparalleled accomplishments were largely a result of a unique blend of veteran leadership (long-time Commissioners Mark Sherwood and Edward Schuler), enthusiastic newcomers (Commissioners Karen Hoyt, Kevin Sullivan, and Paul Raymond), and the stabilizing influence of two-term chairman, Jack Ferren. The new policies and directives of the Recreation Commission were carried out well by the Recreation Department's highly professional administrative staff.



Children have an opportunity to express their creativity in the Recreation Department's Park Place program at Rahanis Park.

In 2001 the Recreation Commission experienced its biggest turnover in membership in the thirty-three year history of the Recreation Department:

- Ed Schuler resigned from the Commission after 14 years of dedicated service.
- Mark Sherwood was honored by the Commission after completing his record eighth consecutive term.
- Karen Hoyt was elected to a 3-year term after having been appointed to the Commission to fill out Schuler's term.
- Kevin Sullivan was elected to a one-year term on the Recreation Commission.
- Paul Roth, who served admirably as the Planning Board's representative on the Recreation Commission, chose not to seek re-appointment to the Commission in order to concentrate on his duties as Chairman of the Planning Board.
- Planning Board veteran, Paul Raymond, was appointed as the Planning Board's representative on the Commission.
- John Vanella was re-appointed as the School Committee's representative for the twentieth consecutive year.



Recreation Department maintenance workers have the responsibility of stringing lights on the trees at the Town Common.

The Recreation Department's primary goal in 2001 was to work cooperatively with other Town departments and boards, local businesses, and service organizations to enhance the quality of life for the residents of our community by expanding and improving recreation programs, facilities, and services. We believe the Recreation Department made great strides toward this goal during the past year. Following are the Recreation Department's major achievements in 2001 and significant developments regarding Recreation Department employees, volunteers, programs, facilities and services:

- In order to improve communication with other Town boards, the Recreation Commission initiated joint meetings with the Board of Selectmen and the School Committee to discuss issues of mutual interest.

- The Recreation Department and the Conservation Department worked collaboratively to update Burlington's Open Space and Recreation Plan.
- Several civic-minded businesses and non-profit groups donated money and/or labor to help the Recreation Department improve or develop outdoor recreation facilities.
- The Burlington Knights of Columbus contributed \$500 in support of programs for special needs children.
- New, modern playground equipment was installed at Veterans Park and at Rahanis Park as the first phase in the Recreation Department's ambitious playground rehabilitation program.
- The next phase will take place in 2002 with new playgrounds to be constructed at TRW Park and Overlook Park and new swing sets to be installed at Regan Park.
- Hundreds of volunteers donated their time and talent in support of recreation programs and events.
- The program division of the Recreation Department completed its first-ever strategic plan.
- The Recreation Commission's policy manual was updated and re-formatted.



New, modern playground equipment was installed at several of Burlington's parks in 2001.

- The Recreation Department's long-range improvement plan for all of Burlington's outdoor recreation facilities was finalized.
- The Recreation Commission adopted a new policy requiring employees and volunteers to undergo criminal background checks.

- Significant improvements were made in the Recreation Department's cash management system, brochure production process, and activity registration procedures.
- A new program evaluation process was established in 2001 to encourage feedback from participants.
- Our outstanding program staff (Bill Boudreau, Brendan Egan, and Mary Nelson) developed some of the most creative programs ever offered by the Recreation Department. Many new activities were added for people of all ages and involving a variety of interests, including: dance, music, art, fitness, sports, crafts, trips and special events. Computer instruction for adults was one of our fastest growing programs.



Recreation Department summer programs were very successful in 2001 because of the enthusiasm and dedication of the summer staff.

The maintenance division of the Recreation Department, under the direction of Doug Gillingham, completed a number of improvement projects in 2001 in addition to handling the tremendous responsibility of maintaining all of the Town's parks, playgrounds, athletic fields, public school grounds, as well as the Town Common and Recreation Center. Following are some of the major improvement projects undertaken by the Department during the past year:

- The rehabilitation of Wildmere Playground was completed.
- Beautiful, new playground equipment was installed at Veterans Park and at Rahanis Park.
- The wading pool at Simonds Park was renovated.

- New backstops and outfield fences were installed at several ballfields.
- A temporary outdoor ice skating rink was constructed at the Human Services Center.
- A new skating surface was installed at the half-pipe skate ramp at Simonds Park.
- An irrigation system was installed at Rotary Field.
- The improvement project at the Marshall Simonds School athletic fields was nearly completed. The project will be finished next spring.



Gymnastics, under the direction of Rick Hayes (left), has become one of the Recreation Department's most popular programs.

The Recreation Department's accomplishments in 2001 would not have been possible without a dedicated full-time staff and without the help of hundreds of part-time employees and volunteers. The following people made outstanding contributions to the Department during the past year:

- Rich Cote and Mike Kelly, foremen in the Recreation Department's maintenance division, did a superb job installing new playground equipment at several of Burlington's parks.

- Rob Newton, director of the Recreation Department's tennis programs, was praised repeatedly for his outstanding work as a tennis instructor and his incredible ability to relate to children.
- Mike McCarthy was honored for his 17-year commitment to the Recreation Department's youth basketball program. As a tribute to Mike, Burlington's annual basketball tournament has been named the Mike McCarthy Tournament.



Big band music on the Town Common brings out people who love to dance.

(All photos submitted by the Recreation Department were taken by Rick Karwan)

Because 2001 was one of the most productive years in the history of the Recreation Department, the future for the Department looks very bright. It was a year in which long-range planning became one of the Recreation

Commission's highest priorities. As a result, we believe the Recreation Department is prepared better than ever to improve and expand recreational opportunities for all the citizens of our community. With continued emphasis on improved communication, cooperative relationships, and long-range planning, we feel very optimistic about what the Recreation Department can accomplish in the years to come.

Respectfully submitted by:

Don Roberts, Director of Recreation
Doug Gillingham, Director of Maintenance

For the Recreation Commission:

Jack Ferren, Chairman

Karen Hoyt

Kevin Sullivan

Paul Raymond

John Vanella

BOARD OF HEALTH



Board of Health: Standing (left to right): Jane Richard, Edmund Wall, Chairman James Dion, Eugene McSweeney and Edward Weiner. (Photo taken by Brian Lockard)

HEALTH AGENT/SANITARIAN

I hereby submit my annual report as Board of Health Agent/Sanitarian for the year 2001.

INSPECTIONS

Food Establishments	560
Housing	64
Public Swimming Pools	24
Septic Systems, Drainage	74
Occupancy Permits	54
Animals/Kennels	2
Tanning Salons	3
Nuisances, Illegal Dumping, Investigations	180
Recreation Camps	1
Massage Therapy	5
Biotech Laboratories	2

COMPLAINTS

Food Service	68
Miscellaneous	109

OTHER

Special Sampling/Testing	8
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During the year meetings were held with contractors, architects, restaurant owners, and facility managers to review plans for renovation and construction of food establishments. 18 establishments were constructed or renovated during 2001. Plan review also included subdivisions, site plans, special permits, sewage/drainage permits, septic systems, and plumbing code variances. Ongoing grant programs include the Tobacco Control Program.

Among new issues confronted by the Board of Health included planning for bioterrorism acts and flooding due to beaver activities. Two new regulations were adopted: Body Art and the Sale of Tobacco Products. Practitioners of body piercing and tattooing must meet stringent requirements in order to obtain a Board of Health permit. Also, retail establishments must have a Board of Health permit in order to sell tobacco products.

Another successful rabies clinic was held on April 8, 2001 at the Department of Public Works Highway Garage that allowed residents to have their pets vaccinated prior to licensing.

Licenses and permits issued included the following: food establishments (restaurants, retail markets, cafeterias), mobile vendors, drain layers, septage haulers, kennels, public swimming pools, keeping of animals and fowl, sewer, wells, drainage, septic system installer, tanning salons, biotechnology, ice rink, and massage therapy. Additional duties included the dissemination of health information, and I also attended a total of 25 seminars on public health topics.

I wish to thank the members of the Board of Health for their support during the year and, again, I look forward to working with and for the Town of Burlington.

Respectfully submitted,

Brian A. Lockard, C.H.O., R.S.
Health Agent/Sanitarian

ENVIRONMENTAL ENGINEER'S REPORT

An important duty of the Environmental Engineer is to administer and enforce the "Control of Toxic and Hazardous Materials" bylaw. This bylaw requires local businesses to register their hazardous materials annually with the Board of Health. During 2001, 101 facilities registered their chemical inventories with the Town. Of these facilities, 7 were found to maintain toxic or hazardous materials

in excess of the minimum reporting requirements established by the federal Emergency Planning and Community Right to Know Act and were consequently identified as SARA Title III facilities. As part of these duties, I have also completed 96 compliance inspections in order to verify chemical inventories and to review on site storage and handling practices.

Additional related activities have included monitoring the assessment and remediation of local contamination sites. These efforts have involved the review of 201 environmental studies as well as numerous consultations with state and federal agencies and private consultants. I also responded to 12 incidents involving the release or discovery of hazardous materials.

During 2001, I reviewed 108 site plans, special permits, minor engineering changes, and storm water pollution prevention plans. The purpose of these reviews is to evaluate the proposals for environmental impact, to promote aquifer protection, and to ensure the proper storage of hazardous materials.

In 2001, the Board of Health celebrated the fifteenth anniversary of the Household Hazardous Waste Collection program by sponsoring two successful collections. A total of 848 households participated in these events. As part of this effort, the Board of Health also offers programs to assist municipal departments and local small businesses with the safe and proper disposal of their hazardous waste. The Board of Health also offers a Universal Waste Recycling Program to assist local businesses with the safe and proper disposal of fluorescent light, electronic ballast's, computer equipment, and batteries. This effort has helped to reduce the amount of toxic mercury and heavy metals entering the local solid waste stream. In conjunction with this effort, the Board of Health continued to offer a mercury thermometer exchange where mercury thermometers can be redeemed for a free non-mercury replacement. This effort has resulted in the collection of more than 2200 mercury thermometers and over 180 pounds of elemental mercury. In June 2001, the Ford Foundation, the John F. Kennedy School of Government at Harvard University, and the Council for Excellence in Government designated the Burlington Mercury Recovery Program a semifinalist in the 2001 Innovations in American Government Awards program. This classification recognizes the local mercury recovery effort as one of the top one hundred federal, state or local government programs operating in the United States during 2001.

In October 2001, the Massachusetts Governor's Award was issued to the Burlington Mercury Recovery Initiative for Outstanding Achievement in Toxics Use Reduction. This is the third Governor's Award given to the Board of Health since 1997. No other public or private entity has won repeat recognition via the Governor's Award program. These awards were given in recognition for the success and innovativeness of the local mercury recovery efforts.

In response to numerous requests, I have also enclosed a brief summary of the local commercial sites where chemical releases have occurred. This summary includes the name and location of the site, whether the site is located in the aquifer and water resource districts, contaminant(s) of concern, and a general description of where the site is in the evaluation and remediation process. All descriptions are of a general nature, please contact the Board of Health for a more technical information.

BURLINGTON ENVIRONMENTAL SITES:

1. Jerguson Gage & Valve, 15 Adams Street, located in aquifer district. Chlorinated solvents are the main contaminants of concern. Soil remediation completed. Groundwater remediation underway.
2. Property, 25 Adams Street, located in aquifer district. Impacted by petroleum contamination believed to have originated from a neighboring property. Groundwater contamination present. Additional assessment and possible remediation needed.
3. Mobil Station, 173 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Gasoline contamination in soil and groundwater. Soil and groundwater remediation underway.
4. Texaco Station, 161 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Gasoline contamination in soil and groundwater. Short term remedial efforts completed. Additional remediation needed.
5. Dobbins Auto Repair, 177 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Gasoline contamination in groundwater. Additional assessment and possible remediation needed.
6. RCA/Lockheed Martin, 183 Bedford Street, partially located within water resource district. Contaminants located outside Burlington protection districts. Contaminants located within Zone II for Bedford Well No. 3. Chlorinated solvents present in groundwater. Heavy metal contamination present in stream sediments present in Central Brook. Assessment phase complete. Proposing to monitor site conditions for up to five years. No additional remedial efforts planned at this time.
7. Intersection Network Drive and Bedford Street, located outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Petroleum contamination present in soil and groundwater. Additional assessment needed.
8. 175 Bedford Street, leaking underground storage tank. Located outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Petroleum contamination remediated.
9. Bellofram, 30 Blanchard Road, located within water resource district. Chlorinated solvents present in groundwater. Soil remediation completed. Groundwater remediation in progress.
10. DataCon, 60 Blanchard Road, located within water resource district. Chlorinated solvents present in groundwater. This site has been impacted by a release at a neighboring site. Additional assessment and remediation required.
11. Tech Weld Corporation, 70 Blanchard Road, located in aquifer district. Chlorinated solvents present in groundwater. Additional assessment and remediation required.
12. Varian, 78 Blanchard Road, located in aquifer district. Chlorinated solvents present in groundwater. Additional assessment and possible remediation needed.
13. Herb Chambers Honda, 33 Cambridge Street, outside protection district. Leaking underground storage tank removed from this location. Remediation completed.
14. State Equipment, 62 Cambridge Street, outside protection district. Petroleum release. Additional assessment required.
15. Burlington Centre property, 100 Cambridge Street, located in water resource district. Petroleum release. Remediation completed.
16. Polystructures, 101 Cambridge Street, partially

- located in water resource district. Petroleum release. Remediation completed.
17. Citgo Station, 108 Cambridge Street, located in water resource district. Gasoline contamination detected in groundwater. Additional assessment and remediation required.
 18. Hess (Mobil) Station, 110 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Groundwater remediation underway.
 19. RJ Kelly, 116 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Additional site assessment and remediation required.
 20. Exxon Station, 118 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Additional site assessment and remediation required.
 21. 138 Cambridge Street, located in water resource district. Petroleum products detected in groundwater. Additional assessment required.
 22. Shell Station, 140 Cambridge Street, located in water resource district. Gasoline release. Assessment continuing.
 23. Exxon Station, 181 Cambridge Street, located in water resource district. Gasoline release. Additional remediation required.
 24. Shell Station, 198 Cambridge Street, partially located in water resource district. Gasoline release. Assessment continuing.
 25. Property, 7 Cypress Drive, located in aquifer district. Impacted by petroleum release occurring at a neighboring site. Additional assessment needed.
 26. Middlesex Courier, 5 Cypress Drive, located in aquifer district. Leaking underground storage tank released gasoline. Additional assessment and remediation needed.
 27. Atlantic Industrial, 11 Cypress Drive, located in aquifer district. Petroleum contamination detected in soil. Remedial efforts completed.
 28. Property, 16 Garfield Circle, located in aquifer district. Petroleum release originating from a leaking underground storage tank. Remedial efforts have been completed.
 29. Burlington Highway Garage, Meadow Road, located in aquifer district. Petroleum release originating from leaking underground storage tanks. Site assessment activities in progress.
 30. Wang Labs, 20 South Avenue, located in aquifer district. Petroleum release. Remedial efforts have been completed.
 31. 20 South Avenue, General Cinema, located in aquifer district. Chlorinated solvents detected in groundwater. Additional assessment required.
 32. Former TRW facility, 1 Kimball Avenue, located in water resource district. Chlorinated solvents detected in groundwater. Site evaluation continuing.
 33. Property, 43 Middlesex Turnpike, located in aquifer district. Chlorinated solvents detected in groundwater. Additional assessment required.
 34. Property, 44 Middlesex Turnpike, located in aquifer district. Chlorinated solvents detected in groundwater. Site closure completed.
 35. Ned's Towing, 49 Middlesex Turnpike, located in aquifer district. Gasoline release originating from leaking underground storage tanks. Additional assessment and possibly remediation required.
 36. Amoco (Mobil) Station, 50 Middlesex Turnpike, located in aquifer district. Gasoline release. Site closure completed.
 37. Strato Reprographics, 62 Middlesex Turnpike, aquifer district. Petroleum and metals contamination. Remedial efforts completed.
 38. Hertz, 68 Middlesex Turnpike, located in aquifer district. Petroleum release. Additional site assessment and possibly remediation needed.
 39. Burlington Dodge, 90 Middlesex Turnpike, located in aquifer district. Gasoline release from leaking underground storage tank. This site has also been impacted by chlorinated solvents originating from a neighboring site. The chlorinated solvents issue needs to be addressed by the neighboring site owner. A second gasoline release has also been detected at this location which requires additional assessment and remediation.
 40. Semicon, 10 North Avenue, located in water resource district. Chlorinated solvent detected in groundwater. Groundwater remediation was initiated at this location in 1999.

41. Property, 3 Old Concord Road, located in aquifer district. Petroleum release originating from a leaking underground storage tank. Remedial effort completed.
42. Property, 80R Cambridge Street, outside protection district. Petroleum release originating from a leaking underground storage tank. Remedial effort completed.
43. M/A Com, 63 South Avenue, located in aquifer district. Chlorinated solvents detected in groundwater. Groundwater remediation in progress.
44. Nike Missile site, 145 South Bedford Street, outside protection district. Petroleum release originating from leaking underground storage tank. Remedial efforts completed.
45. High Voltage Engineering, 101 South Bedford Street, partially located within water resource district. Chlorinated solvents detected in groundwater. Soil remediation completed. Groundwater remediation underway.
46. Itek Corporation, 53 Third Avenue, located in water resource district. Chlorinated solvents detected in groundwater. Additional remediation required.
47. Altotronics, 71 Third Avenue, located in water resource district. Chlorinated solvents detected in groundwater. A groundwater treatment system began operation in 1999.
48. Property, 1 Van de Graaff Drive, outside protection district. Chlorinated solvents detected in groundwater. Site closure has been completed.
49. Raytheon, 2 Wayside Road, outside protection district. Petroleum release, and limited chlorinated solvent contamination. Additional remediation required.
50. Former M/A Com facility, 52 Second Avenue, the site is located in the water resource district. Chlorinated solvents detected in soil and ground water. Additional assessment and remediation required.
51. US Windpower, 200 Wheeler Road, located in water resource district. Chlorinated solvents detected in groundwater. Soil remediation has been implemented. Groundwater remediation has been initiated at this location.
52. Vine Brook and tributaries, near Great Meadow Road and Middlesex Turnpike. Chlorinated solvents

detected in surface water. Additional assessment and possibly remediation or corrective measures required.

Please note that additional sites have been impacted by the migration of contaminants from these locations. This is especially true for sites located within the aquifer and water resource district where the operation of the public well field has caused contaminants to be drawn toward the wells. In 1999, I developed a comprehensive well database which contains geological and water quality data for approximately 1400 wells known to exist in Burlington. This reference tool has enhanced our ability to monitor the impact of local hazardous waste sites on water quality. This resource also enables us to review development proposals for potential environmental impacts. This database continues to be revised as new information becomes available. This information is available for review to all interested parties.

Anyone interested in learning more about environmental issues affecting Burlington is invited to contact me at 270-1956 or via e-mail at 'tdresser@burlmass.org'.

Respectfully submitted,

Todd H. Dresser
Environmental Engineer

REPORT OF THE EAST MIDDLESEX MOSQUITO CONTROL PROJECT

The East Middlesex Mosquito Control Project conducts a program in Burlington consisting of mosquito and wetland surveillance, larval and adult mosquito control, ditch maintenance and public education.

For the second year, the risk of mosquito borne transmission of West Nile Virus (WNV) continued to be a concern. In 2001 there were 3 human cases of WNV in eastern Massachusetts including 1 fatality in Woburn. There were also 37 horses that became sick or died and large numbers of crows and other birds that were killed by WNV. Project personnel participated in the development and implementation of the State's **Surveillance and Response Plan To Reduce the Risk of West Nile Virus Transmission and Human Encephalitis**. The adult mosquito surveillance program has been expanded to include the use of traps designed to collect WNV vector species. These trap collections are tested for WNV by the Mass. Dept. of Public Health. The larval surveillance program has been expanded

to monitor mosquitoes associated with WNV in both catch basins and wetlands. In addition the Project is participating in research efforts to evaluate control methods against WNV vector species

In 2001 after two years of below average populations, the spring floodwater mosquito populations returned to normal levels. Following June rains, most neighborhoods experienced above average pest populations of mosquitoes through mid summer.

The larval mosquito control program relies on the biological larvicide, Bti (*Bacillus thuringiensis* var. *israelensis*). An April 2001 helicopter application of Bti controlled mosquito larvae at 117 wetland acres. Field crews using a truck mounted hydraulic sprayer and portable sprayers applied Bti in the spring and the summer to 21.5 wetland acres when high densities of mosquito larvae were found breeding in stagnant water. As part of a study evaluating control of mosquitoes related to WNV; another biological larvicide, *Bacillus sphaericus* was applied to stagnant water in 215 roadside catch basins.

The adult mosquito control program used truck mounted aerosol sprayers at night to treat 5,565 acres when survey traps indicated high populations of mosquitoes. The Project uses a formulation of resmethrin to control adult mosquitoes. Advance notification of the spray program is done through newspaper notices in the Daily Times and notices on the Project's web site.

The Project's public education program is designed to develop awareness within the public and the private sectors as to their roles in mosquito control. The Project serves as a resource to residents, schools, municipal officials and the local media on controlling mosquitoes, breeding sites and mosquito borne diseases. A web page was developed to provide residents with information on mosquitoes, Project control programs and related topics. The website address is www.town.sudbury.ma.us/services/health/emmcpc

Respectfully submitted,

David M. Henley, Superintendent

PUBLIC HEALTH NURSE

I hereby submit my report as Public Health Nurse for the year ending December 31, 2001.

Board of Health nursing office hours are Monday – Friday from 8:30 AM to 4:30 PM. Appointments may be scheduled during these hours. Walk-In Clinics (no appointment required) are held every Tuesday morning from 9:00 AM to 12:00 PM, and the second and fourth Thursdays of each month from 3:30 PM to 5:30 PM. A home visit can be arranged for any homebound Burlington resident.

A summary of programs and services follow:

In-Home Services: 194

Office Services:

Well Elderly Clinics: 399

Tuesday Morning Walk-in Clinic 1,403

Thursday Evening Walk-in Clinic 68

Communicable Disease Follow-up 212

Blood Pressure Screening 2,655

Blood Sugar Screening 117

Cholesterol Screening 44

Health/Nutrition Counseling 1,302

Immunizations – (Polio, MMR, DtaP, Td, Hib, Hep B) . . . 571

Immunizations – (Flu) 2,060

Immunizations – (Pneumonia) 17

Lead Poisoning Blood Testing 5

Mantoux Skin Testing for Tuberculosis 224

Morbidity 796

Weight Monitoring 447

Additional Programs and Services:

Hepatitis A Immunizations

Hepatitis B – Adolescent/Adult Immunization (Adult Hep B vaccine may be purchased at a reduced cost.)

Longmeadow Place – Flu/Pneumonia Vaccination

Council on Aging – Child Safety for Grandparents

Pediculosis (Head Lice) Checks – Burlington Schools

COMMUNITY FREE CARE HEALTH CLINIC

Office Visits: . . . 36	Physical Exams: 18
Labs: 23	Follow-up Consultations: . . 207

In an effort to make health care available to all Burlington residents, the Burlington Board of Health and Lahey Clinic reached a landmark agreement in 1998 to provide medical services at no cost to Burlington residents from the ages of 19 – 65 who either do not have health insurance, or have limited health insurance coverage. This Community Clinic is staffed by Lahey Clinic physicians and Board of Health nurses monthly on the 2nd Thursday of each month. Late afternoon and early evening appointments are available.

The following services will be offered at the Free Care Clinic: routine gynecological screening, diagnosis and treatment of medical illnesses such as hypertension and diabetes, and diagnosis and treatment of non-emergency medical illnesses. Laboratory and diagnostic testing will also be available as indicated.

Dianne Aurilio-Luther, RN joins the staff to provide Board of Health services to Burlington residents and employees.



Dianne Aurilio-Luther, RN, discusses cardiovascular risk factors with a Burlington resident. (Photo taken by Judith Baggs, RN)

Public health information and an office brochure providing information on the Comprehensive Public Health Nursing Program and Services offered is available in the office or if requested, by mail.

For questions on services and/or programs, please contact us in the office at 61 Center Street, Human Services Building.

Thank you to Board of Health members and staff and to our loyal volunteers for their continuing cooperation, support and assistance with public health programs.

Respectfully submitted,

Judith E. Baggs, RN, BSN
Public Health Nurse

TOBACCO CONTROL PROGRAM

Most recently, the Legislature's override of a line-item veto targeting tobacco-control programs came as a relief to the Burlington Board of Health. We're grateful that our legislators, including Burlington resident Representative Charles Murphy demonstrated wisdom in the support for tobacco control. It is both morally right and makes good economic sense.

The tobacco-control program saves the state approximately \$85 million annually in health care costs. Locally, we're still in business and our program will not be prevented by budgetary restrictions from doing our work of tobacco education, policy control and enforcement in addition to tobacco cessation referrals.

The tobacco advisory committee continues to be chaired by board members Eugene McSweeney and Edward Weiner, Ph.D. A huge accomplishment this year was the board's support and vote on a tobacco regulation amendment requiring local tobacco product vendors to apply for an annual tobacco permit to sell such products. This permit can also be suspended if failure to pay tobacco compliance fines occurs. The Board of Health will continue to periodically review its tobacco regulations and propose stronger and more efficient ones.

We continue to co-sponsor community events such as the Hot Shots Basketball Program with the Recreation Department in February and DARE Day in June. With support from DARE Officer Tom Fournier, our year-end compliance success rate was at ninety-four percent.

This past summer the Tobacco Control Department with the assistance of two Burlington High School peer leaders conducted a random survey regarding second-hand smoke. The results showed that Burlington residents know that there are no safe levels of exposure to second-hand smoke!

- 86 percent know that second-hand smoke causes health problems.

- 60 percent prefer to dine in a smoke-free atmosphere.
- 74 percent prefer a smoke-free work environment.
- 85 percent supports local ordinances to regulate secondhand smoke in public places (i.e. restaurants, work sites and other areas where the public has access.)

We would like to thank all Burlington residents who participated in this survey. Your participation and the results clearly show your commitment to the health of our town!

Sincere thanks to Brian Lockard, Tobacco Control Program Director and the board members for their input on our smoking regulations. Thank you to Lianne Abramo and Todd Dresser for their assistance throughout the year. Lastly, a special thanks to DARE Officer Tom Fournier who helps and supports our quarterly compliance checks in Burlington.

Respectfully submitted,

Joanne Salvi Fitzpatrick, M.Ed.
Tobacco Control Coordinator

PUBLIC LIBRARY

INTRODUCTION

In the year 2001 the Burlington Public Library focused on integrating a new automation system into its operations and adapting and adopting procedures old and new. A second significant theme during the year was incorporating several new employees into its staff.

The adoption of the Horizon® system by the Merrimac Valley Library Consortium (MVLC) had tremendous impact on service. Resource sharing within MVLC truly became a reality in 2001. It facilitated a change in policy to one that allows patrons to individually initiate holds. This in conjunction with elimination of restrictions on which libraries should fill holds has resulted in a several fold increase in the number of reserves placed and filled. The net result for patrons is they now obtain more material faster.

Public service is no longer restricted to the confines of the library building. During 2001 MVLC introduced a number of new features which enables patrons to access services at home, or wherever they can get on the Internet. The iPac, MVLC's online catalog, through its 'Patron Information' feature allows anyone with Internet access to check on items borrowed, to renew them if possible, confirm his/her registration information and review holds placed. Previously any of these activities would have required a trip to the library and the assistance of a staff member. Late in the year e-mail notification of the availability of reserves was introduced as well.

A new development of a more traditional nature was the establishment, in October, of a Brown Bag Book Group that meets on Wednesdays at 1:00 pm. Open to the public, group members discuss current and old books, and share ideas on many subjects. A small enthusiastic group gathers and they hope to enlarge their numbers. A bi-weekly schedule has been set up for 2002.

CIRCULATION DEPARTMENT

In December 2000, the Merrimac Valley Library Consortium replaced its GEAC automated system with epixTech®'s Horizon automated system, including the iPac® online catalog. These new systems created an online catalog that is easier to use and provides more functions to users, both patrons and library staff members. The new sys-

tems' capabilities, coupled with consistent MVLC staff support, allowed our patrons to access online databases from home, place their own hold, renew their own items and monitor their library accounts.

In December the library introduced e-mail notification. Patrons, who choose to be included in this service, are alerted to holds or overdues electronically rather than by telephone or mail, saving staff time and postage costs.

These new patron empowering features were enthusiastically received and used. Reserve request filled more than doubled! The number of items requested, borrowed through MVLC, and loaned to patrons increased by 7,353, from 3,527 to 10,886. Circulation also rose by 7.25% from 224,648 to 240,938. This is a healthy increase and reverses the decline of previous years.

REFERENCE DEPARTMENT

10,593 questions were asked of the Reference Department and 10,373 patrons came into the library to use the Internet.

Technology has changed the nature of Reference Service. Reference questions have decreased while the amount of time spent answering questions has increased. Reference staff devotes more time to answering a typical reference question because available information sources include far more than just those physically located in the Burlington Public Library. Reference staff has the capability of electronically accessing information from around the world. Reference Librarians also spend time instructing patrons in the use of these far flung databases, the Internet and the Merrimac Valley Library Consortium online catalog. Maintaining and troubleshooting computers and printers, to make sure they function properly for patrons, is a daily activity.

Through the Burlington Public Library's web page at www.burlington.org/library/, patrons can remotely access the library's subscription databases. Through database vendors Infotrac®, Ebsco Host®, Dialog @Carl®, Wilson Web®, Grolier Online®, Electric Library®, SIRS Mandarin®, and OCLC First Search a wealth of information is accessible from hundreds of online databases, newspaper and periodical indexes, and full text magazines. Home users are welcome to consult with reference staff by phone regarding search techniques and which database will best serve their information needs.

Reference Statistics Questions Answered

	Jan	Feb	Mar	Apr	May	Jun	
2000	1215	1069	1266	1133	1028	805	
2001	1012	983	1007	1038	917	786	
	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2000	716	804	844	980	837	871	11,568
2001	829	809	759	862	850	651	10,503

Network Transfers Pulled

	Jan	Feb	Mar	Apr	May	Jun	
2000	797	849	863	664	624	626	
2001	1491	1504	2011	1951	2081	1939	
	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2000	682	700	671	783	656	519	8,434
2001	1695	1745	1983	2654	2511	2153	23,718

YOUTH SERVICES

Two factors positively affected Burlington Public Library's services to children and their parents in 2001. New staff has been appointed that bring energy and fresh ideas. Even more important has been a commitment to direct face-to-face service. This has been achieved by freeing Youth Services staff from some of their former circulation desk responsibilities, and by establishing and staffing a public services desk in the children's area. Not only has direct service been improved, but more time has been available for program planning and collection development as well.

The Children's Librarian and one of her assistants attended a collection-development training workshop. The information acquired has been utilized to evaluate and strengthen book and A-V collections in the department. New collections of DVDs and books on CD have been initiated. The department is also using 'weeding lists' generated by MVLC to identify and discard unused items as well as clean up the database by deleting items that cannot be found on the shelves.

Youth Services programs continue to successfully appeal to a growing number of children. In the fall 'Toddler Time' story time had to be split into two sessions, due to the increase in attendance. Each month between twelve and twenty children's programs were held. In all attendance at one hundred ninety-three programs totaled 7,564, or just over thirty-nine per program.

The annual Summer Reading program had "First of All READ" as its theme. Children put paper cutouts of books up in the children's area, and took home crossword 'puzzle paths' to chart their time spent reading. Authorfest brought eight authors to meet with children in Burlington's elementary and middle schools.

With two new members joining the staff, orientation and training have been important ongoing activities. The continuing education offerings available at no cost from MVLC and the Northeast Massachusetts Regional Library System (NMRLS) are invaluable resources for this.

TECHNICAL SERVICES

During 2001, Technical Services succeeded in receiving, cataloging and preparing for circulation 7,041 items. That represented a 14% increase over the preceding year. In addition to achieving improved throughput of material, the department completed a re-packaging of the library's CD-ROM collection. By devising packaging that attractively displays items in the CD-ROM collection and provide necessary security this major project streamlined a cumbersome display/storage system, saving significant time and effort for circulation desk staff.

Another new project was initiated during the year as well. The audiocassette collection, which is unclassified, has grown to a size that renders finding desired items through browsing difficult. By assigning call numbers, the

Technical Services Department will allow patrons to locate audiocassettes faster and more easily. Also begun last year was the cataloging and processing of DVDs, which the library began adding to its video collection.

PERSONNEL

Personnel changes were a significant part of events at the library. Two departments, Circulation and Reference have new head librarians and there have been changes in more than half a dozen other positions.

In March, Cara Thissell was promoted to Circulation Librarian. Rosemary Turcotte filled a newly created Library Aide position in the Circulation Department in July. Quite typically there were some changes in the make up of pages roster. Departing were Evan Miller, Kevin Fay and Marissa Marquart. Hired in their stead were Marie Serra, Leah Ricker, and Mina Kapadia

In May, in another internal promotion, Lee Sylvester, a library aide, assumed the duties of Assistant to the Children's Librarian. Her principal area of responsibility is service to young adults. Another appointment in the Youth Services Department that of Suzanne Sullivan, also to Assistant to the Children's Librarian. She started in July, filling Mrs. Thissell's former position. Also starting in July was Carol Johnson, previously a circulation desk substitute, who filled a vacancy created by Mrs. Sylvester's promotion.

Items Added	Adult Books	Adult AV	YA Books	YA A-V	Juv. /YA Books	Juv./YA AV	TOTAL	Items Withdrawn	Adult Books	Adult AV	YA Books	YA A-V	Juv./YA Books	Juv./YA AV	TOTAL
Jan	233	9	32	1	178	1	454	Jan	161	0	0	0	47	1	209
Feb	264	45	3	0	214	11	537	Feb	100	7	0	0	1	1	109
Mar	230	36	3	0	86	8	363	Mar	82	2	8	0	190	6	288
Apr	244	34	15	0	252	13	558	Apr	152	3	0	0	22	2	179
May	268	37	12	0	161	68	546	May	157	1	4	0	22	37	221
Jun	289	51	102	2	116	84	644	Jun	150	4	57	0	103	25	339
Jul	187	42	105	0	115	23	472	Jul	93	6	0	20	0	24	125
Aug	445	88	50	0	173	4	760	Aug	411	0	18	0	185	4	618
Sep	296	68	150	0	144	46	704	Sep	161	0	11	0	32	53	257
Oct	299	85	146	2	173	8	713	Oct	194	5	46	0	25	3	273
Nov	264	99	100	0	164	39	666	Nov	74	44	89	0	11	7	225
Dec	265	43	65	4	236	11	624	Dec	26	0	0	0	1	0	27
Total	3284	637	783	9	2012	316	7041	Total	1761	72	233	2	639	163	2870

At the end of October, Head Reference Librarian Ann Cameron retired after nearly twenty years of dedicated service to a generation of patrons. Marjory Smith was promoted from Reference Librarian to department head, replacing Ann in November.

One final and significant change in the regular staff occurred at the very end of the year when Elizabeth Owens, Assistant Director, retired. I would be remiss if I did not acknowledge a personal debt of gratitude to her for her assistance to me as a new director. She, and all the staff members who left the library in 2001, served Burlington and its residents with commendable ability and commitment to service.

VOLUNTEERS

In 2001 thirty-seven volunteers worked 925.45 hours on tasks that helped the Library accomplish its mission. Volunteers stamped DATE DUE cards, shelved A-V materials and magazines, prepared craft class materials, helped with some special projects, and made telephone calls to customers telling them that their ILL books had arrived. Sixty-eight other volunteers helped with Library events as listed below.

# Volunteers	# Hours	
37	925.45	Routine Tasks
4 196		Shut-in deliveries
6 @10 hrs	60	Wine tasting Organization
20 @3hrs	60	Wine tasting event
5 @ 4 hrs	20	Antiques App. Day
3 @ 2 hrs.	6	Spec. projects
5 @ 5 hrs.	25	Authorfest
4 @ 2 hrs.	8	Pride Day
21 @4hrs x 2 sales	168	Book Sales

TOTAL 105 volunteers gave 1,468.45 hrs

The library has five Council on Aging Tax Work-off volunteers among the corps of volunteers.

The volunteers who take books to shut-ins include Giugio Lopilato, Ellen Mikulski, Jim Connors, Lillian Perkins, and Wendy Hovey.

FRIENDS OF THE LIBRARY

The Friends of the Library had a successful year of special events and donations to the Library. Two book sales recycled over 6, 000 gently used volumes to happy new owners. The Friends popular Fall Wine tasting fundraiser featured prizes donated by area merchants and library supporters, as over 220 people enjoyed food and drink provided by local hospitality establishments.

The Friends of the Library were also instrumental in mounting a variety of library programs. **Authorfest** brought school children and authors together during the school day, topped off by a Signing Party at the library after school. A second Antique Appraisal Day was again popular as Burlington residents had their family treasures appraised by experts. Once again the Friends were there to help support the Summer Reading Program and the ever-popular Ice Cream Social!

The Friends of the Library provide passes to the Aquarium, the Children's Museum, The Concord Museum, Discovery Museum, Museum of Fine Arts, Roger Williams Zoo and the Science Museum. Each year they host an Appreciation Lunch for Volunteers and staff.

The Friends of the Library monthly book discussions continued for the seventh year. In June eighteen people gathered to select books for the July 2001-May 2002 season. They also voted to change from the customary Wednesday to Thursday evening, but only 7-9 people attended regularly so a return to the Wednesday evening rotation is under consideration.

Friends officers in 2001 included Timothy Braceland, President; David Bojarczuk, Vice-president; Rose Magliozzi, Recording Secretary; Anna Papalegis, Corresponding Secretary; and Amy Warfield, Treasurer.

Respectfully submitted,

Hilding Hedberg, Director

BOARD OF LIBRARY TRUSTEES



Board of Library Trustees: Front row (left to right): Ellen Marie Ferguson; Robert D. Peters, Chair; Orise P. Desautels. Back row (left to right): Edith Entwistle; Elliot Chikofsky, Vice-Chair; Clifton Reed.

2001 was another eventful year at the library. January marked the first full month of our using the new version of the Merrimack Valley Library Consortium's electronic catalog. All of the collections of the Burlington Library along with those of 30 other public libraries in the region are now available to patrons with their library card. Patrons can place holds, request materials from other libraries or renew materials from any computer with internet access. The Board is very excited to be able to offer easier access for our patrons to the several million items in the MVLC catalog. We are very grateful to Town Meeting for providing us with the means to obtain this important new technology.

In March, the board met with Robert Hall, a member of the Massachusetts Board of Library Commissioners for an overview of library activities at the state level. Education reform has impacted the library world by requiring closer cooperation between libraries and the public schools. The Board of Library Commissioners is working at the state level to help make this possible. Another initiative that Commissioner Hall discussed is a plan to link all of the State's regional library catalogs into one statewide catalog. If funding becomes available, library patrons could soon access over a billion library items located in nearly any library statewide.

Edith Entwistle, Dottie Sykes and I, along with Hilding Hedberg, the Library Director attended a Legislative breakfast hosted at the new Billerica Library to learn about the State budget as it affects libraries. It was very informative and in April, Hilding and I attended Library Day at the State House hosted by the Board of Library Commissioners. It was an opportunity to meet with key legislators and help build support for library funding.

In April, the Board bid farewell to Trustees Ruth Ann Yannetti and Dotty Sykes. We send them both a tremendous thank you for all of their many hours of hard work for the library over the years and wish them well in the future. Dottie didn't go far since she became the Board's recording clerk, and Ruth Ann volunteered to organize some landscaping improvements of the library grounds. At the April election, Orise Desautels and Ellen Marie Ferguson were elected, and we welcomed them to the Board.

At the April Board meeting, Edith Entwistle stepped down as Chair after leading the Board for two years. The board is indebted to her for her tireless efforts and her leadership on behalf of the library. I also say thank you to Edie for the tremendous support she has given me as the new Chair.

Superintendent Conners also attended our April meeting and we discussed areas where the schools and the library could cooperate. Many interesting ideas were discussed and we hope that greater communication between the schools and the library staff will occur as a result.

Over the summer, a number of vacant staff positions were filled and by August, for the first time in quite a while, the library was fully staffed. Sadly for the Library, Assistant Director Betty Owens and Head of Reference Ann Cameron announced their retirements, effective December and October respectively. The Board thanks them for their service and wishes them well in the future.

The Friends of the Library continued to support the library with numerous events scheduled during the year. These events included the annual Authorfest, sponsored with the Elementary Schools, which brought several children's authors into the various schools to talk with the children. Also, the Friends provided support for the Summer Reading program at the library. The library played host to several Friends of the Library fundraisers, including the biannual book sale and the very popular Wine Tasting held in October.

In November, several Trustees attended the Massachusetts Library Trustees Association annual meeting. This meeting provides opportunities for meeting Trustees from other cities and towns throughout the State. It is a valuable educational experience for new and continuing Trustees.

In the fall, the library received an extraordinary gift from World War II veteran and Burlington resident Max Higden of his collection of wartime photographs. Max was an official photographer of the Army Air Corps, and had assembled a fascinating collection of images from his wartime experience. The library exhibited some of this collection in December and hosted a reception to honor Max's generosity. The Board is very grateful for this important gift of over 300 photographs, which will be a lasting educational resource to the town. Thank you Max!

The library could not run without the efforts of many different people and groups. Thank you to all of the staff and the administration who have extraordinary dedication and commitment to providing the highest level of services to the public. Thank you for all of your hard work! Thank you to the Friends of the Library and all of the many volunteers who make the many programs and activities possible. The library and the community are truly enriched through your efforts. Thank you also to the many other town departments who provide necessary services and support to the library. And thank you to Town Meeting for continuing to generously support the library. Finally, I wish to thank the Board of Library Trustees for their dedication, hard work and support this year.

Respectfully submitted,

Robert D. Peters, Chair
Board of Library Trustees

HISTORICAL COMMISSION

The Burlington Historical Commission is pleased to submit the annual report of activities. In the year 2001 we continued our goal to preserve endangered historic properties and sites and to educate the public about the history of Burlington.

JANUARY – ENDANGERED SITES

In January the Commission began corresponding with Wilmington on the Mill St. area development and its effect on the Clapp's Mill site.

A report from John Goff on the reuse of the Grandview Farm timbers site was studied for the possible use of the timbers for the construction of the barn on the Francis Wyman property.

FEBRUARY

The finalizing of the printing of the 1998-1999 Historic Preservation Survey of Burlington by John Goff of Historic Preservation and Design of Salem. The books were offered for sale to the public, a copy was given to the Library and one to the Town Hall archives. It is also included in the Town of Burlington web site.

Antique Valentines from the Burlington Historical Museum collection were exhibited at the Public Library.

Barn Preservation was addressed by a meeting with the Francis Wyman Association members; Town Administrator, Robert Mercier; Massachusetts Historical Commission member Erik Gradioa, and Preservation Architect, John Goff.

MARCH

The Commission presented a photographic display of early Burlington sites titled "History Mystery" at the Library.



Historic Photo Display at Library

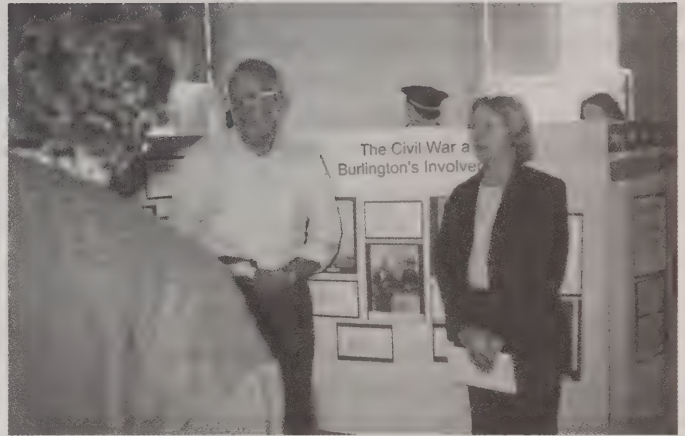
APRIL

On the first of April a small exhibit of the history of the Museum building was presented using mannequins dressed depicting the original use as a school, then as a Library, temporary Police station and finally the Museum.

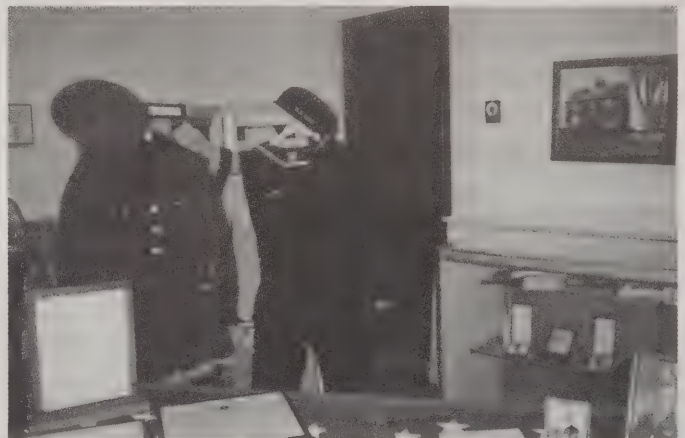


Schoolmarm, Policeman and Librarian depicting past uses of the Museum.

Civil War Display was presented featuring Burlington residents involved in the Civil War. In addition, displays on World War I and II Burlington residents were presented. One featured the memorabilia of Robert Miller, a Flying Tiger who was a World War II casualty in China at the age of twenty-two.



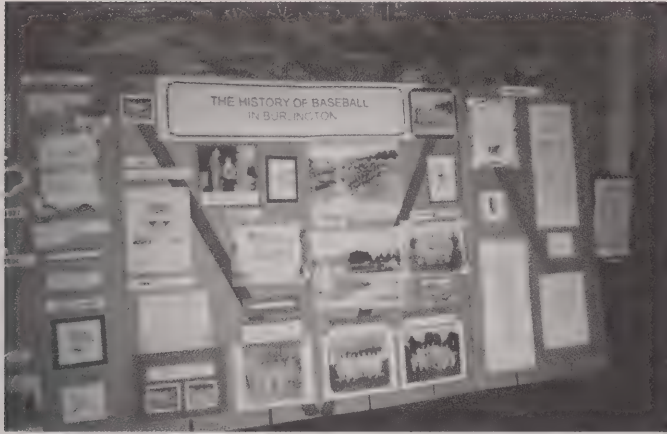
Civil War display – Mr. & Mrs. Roger Foster descendants of Civil War veteran depicted in photograph.



W.W. II & I Display – Burlington resident, Robert Miller killed in action in China WWII

On April 21st, a Program was presented to the Council on Aging on the identification of early photographs of Burlington. Commission member, Kathy Horton conducted the program and Joyce Fay, Toni Faria, and Lisa Plato provided the materials.

On April 20, 2001, a baseball exhibit was shown in the Museum in conjunction with the opening day of Burlington softball. Hope Paulsen loaned a baseball glove, ball and catchers mitt from the 20's to complete the display.



History of Baseball exhibit

MAY

Commission members were part of the Conservation walk of the Clapps Mill site. This was to familiarize the public with the beauty and importance of the site.

JUNE

The field trips from the elementary schools began and the Commission members hosted the opening of the Museum, West School and the Old Burying Ground.



West School field trip – Pine Glen students

The Commission supported the land swap involving 14 acres of commercially zoned land owned by the town on Wheeler Road, a 32 acre parcel on Mountain Road, owned by Guitierrez Company, and the 6.41 acre parcel, the Grandview/Marion Tavern property on Center Street owned by Gary Ruping.



Museum field trip — Fox Hill students

JULY and AUGUST

Commemoratives and general information were displayed at the Library for July and August.

The Commission submitted three top priorities to the Town Administrator. The first was to Pursue National Register Nominations for appropriate sites, the second, the need for more storage space and parking at the Museum, and the third, was the proper security and maintenance for the Museum, West School and the Cemetery.

Interest in the preservation of Clapp's Mill continued with contacts with the Trust for Public Land, Conservation and the owners of the property.

SEPTEMBER

An exhibit opened at the Museum titled "Early Burlington Farms" with new photographs, and artifacts.



Early Burlington Farm Exhibit- Judy Wasserman, Mrs. Callahan and Joyce Fay



Early Burlington Farm Exhibit

Support continued on the acquisition of the land surrounding the Clapp's Mill site.

The Advisory Committee began preparation for the National Register nominations of historic sites such as Clapps Mill, Grandview Farm, West School and the Old Burying Ground.

The Commission was happy to report the release of *Images of America – Burlington* by Robert Costa and published by Arcadia Press. Robert Costa is a Burlington resident and teacher at the Burlington High School. He has been an active supporter of historic projects and has been an asset to the community.

Many of the images originated from the archives, the Museum, and the recently acquired photographs donated to the Historical Commission by Mr. John Edward Fogelberg. The royalties from the book will be donated to the Historical Commission and the Archives.

The Commission is fortunate to have these new books added to the publications written by Burlington residents: *BURLINGTON - Part of a Greater Chronicle* by Mr. John Edward Fogelberg, *The Supplement to BURLINGTON - Part of a Greater Chronicle*. *AFTERMATH - The Last Twenty-five Years* by Joan Miles and *The Personal Name Index* by James Ashworth. *The History of Burlington 1640-1950* by Lotta Cavanagh Rice Dunham and edited by Robert Zahora.

OCTOBER

Town Meeting members accepted the article on the Warrant to purchase the Clapp's Mill site. This encouraged the Commission in their efforts to save endangered sites and the possible nomination of Clapp's Mill, the West School, the Historical Museum and the Old Burying Ground.

NOVEMBER

A display was created in the foyer of the Town Hall with the Town Archivist Lisa Plato. It consisted of various publications distributed and sold by the Commission and featured the new book *Images of America* by Robert Costa.

Jim Ashworth continues his research of 799 published articles by John (Ed) Fogelberg. He is cross-referencing, scanning and transferring to software most of the material. The Fogelberg Article Preservation Project has the backing of the Commission.

National Register of historic sites will continue to be pursued.

DECEMBER

On December 1, 2001 a book signing at the Burlington Public Library for Robert Costa and his new book *Images of America: Burlington* was presented by the Commission. It was well attended and both the Commission and the Society sold books as Mr. Costa autographed the copies.



Rob Costa Book Signing - Left to right back row- Hope Paulsen, Gene Rossi, Judy Wasserman, Toni Faria, Joyce Fay. Left to right front row- Sandy Coven, Author Robert Costa, Chairman Norman Biggart

At a Christmas social of the Historical Society in December, old ornaments donated to the Commission by Mr. Fogelberg were displayed on a tree for the members to view.

Gifts – Donations to the Museum this year consisted of:

- Ms. Jean Pitts of Woburn, once again presented the Commission with artifacts belonging to the Staples family, early settlers in Burlington. Letters, documents, hand made quilts, and a rocking chair were happily accepted.
- Artifacts taken from the Dennis Dr. area and donated by Ms. Victoria Leary, were a miniature bisque doll, a ceramic plate and pitcher.
- Materials from Oliver Sheerin consisted of July 5, 1938 report of the High School Building Committee, 1946 Finance Committee report and Annual reports of 1941, 1942, 1943, 1944, 1945, and the Burlington News, 1938 –1939.
- Judy Sorensen donated the Boston Post Cane.
- Marion Bustead Howell donated photographs of William Andrew Bustead on the Bustead Farm located on Wilmington Rd.
- Jean Gallant donated a 1910 photograph of Center St.
- Alma DiFabio presented the archives with four black and white 1940's photographs of young men at the Vinebrook, Terrace Hall swimming hole.
- A 1920's photograph of a Burlington school teacher, Ruth Chamberlain, and a Grange commemorative coin were donated by Elizabeth Symmes.
- Evelyn Lundin Foley donated a pen and ink drawing of the Dodge house/Silas Country Store and home.

The members of the Burlington Historical Commission wish to thank the following people who have helped the commission accomplish their goals and objectives:

Robert Mercier and the Board of Selectmen for the guidance in our efforts to preserve the history of Burlington.

Juliet Perdichizzi for her help with the Clapp's Mill preservation.

Larry Rittenberg for willingness to help in keeping the Museum and West School in good working order.

Al Fay has helped by supplying the help needed to complete displays and projects.

Lisa Plato, Archivist for making available at all times historical text, photographs and information to create displays, pamphlets, and commemoratives.

Jim Ashworth for his research to complete the history of Burlington.

The Town Clerk, Jane Chew and her office staff for help in the sale of the publications.

The Recreation Department office and the B-Line office for helping to sell historical commemoratives and for helping whenever possible.

The members of the Burlington Historical Society for their unfailing support.

Respectfully Submitted,

The Burlington Historical Commission

Norman Biggart, Chairman

Toni Faria, Secretary

Joyce Fay

John DeMelo

Kathleen Horton

Alternates; Gene Rossi, Sandy Coven

Advisory Committee; Judy Wasserman,

Kristin Norwood, Hope Paulsen

Photographs used in Historical Commission section are courtesy of Toni Faria and Joyce Fay.

BEAUTIFICATION COMMITTEE

The Beautification Committee submits the following report for 2001.

1. We are pleased that many businesses along Cambridge Street, Bedford Street, Burlington Mall Road, Winn Street, and Middlesex Turnpike continue to maintain attractive landscaped properties.

2. We are also pleased to report that a number of local landscapers and citizens of Burlington continue to maintain their assigned areas as follows:

- Ron Given – Burlington Landscapers – The intersection of Center and Winn Streets.
- Mr. & Mrs. John Gulde – The island on Olympian Way.
- Chris Clark – Cut Above Landscaping – Dilorio Green at Cambridge St. and Burlington Mall Rd.
- Jerry McCarthy – Mac's Landscaping – Historical Museum at Cambridge and Bedford Streets.
- Members of the Garden Club – Colonial Gardens adjacent to the Fire Station.
- Davis Prato – Prato Associates – Gazebo on the Common.
- Robert Rich, Jr. – R.S. Rich Landscaping – On the Common at the corner of Bedford and Cambridge Streets.
- Michael Runyan – Runyan Landscaping – Memorial across from the Fire Station.
- Kevin Sullivan – Edward V. Sullivan Funeral Home – On the Common at the corner of Bedford and Center Streets.

All of the above were acknowledged and thanked with appreciation by the Board of Selectmen at their December 3rd meeting.

3. In conjunction with the Beautification Committee's Five Year Plan submitted in January 1998, and with the approval of the Town Administrator, we engaged a Landscape Architect (Prato Associates) to prepare a master plan for the Common depicting all the current plantings and proposed plantings. This plan was accepted and approved by the Board of Selectmen on December 3, 2001.

Additionally, the Board of Selectmen approved the implementation of a Town Common Oversight Committee of five (5) to be appointed by the Town Administrator to oversee all future landscaping decisions on the Common. At the Selectmen's meeting of January 7, 2002 the following were appointed: Carol Engel, Joan McSweeney, and Elaine Zuccaro from the Beautification Committee; Doug Gillingham from Recreation Maintenance; and Selectman Joseph Impemba.

4. One phase of our master plan was completed this year with the installation of a sidewalk extending from Bedford Street along Center Street thanks to the Department of Public Works.

5. Another phase of the master plan was to install a sprinkler system on the Common. Unfortunately the \$20,000 appropriated by Town Meeting was insufficient. We did, however, use some of those funds to investigate the possibility of using an existing well already located on the Common. Due to a lack of pressure this endeavor also proved unsuccessful. This committee will continue to explore other means of obtaining the necessary funding to accomplish the installation of a much needed sprinkler system on our beautiful town common.

6. The committee provided daffodil bulbs to Girl Scout Troop 1592 for planting at the Francis Wyman School.

7. The flower planters placed at the entrances to the Common were excellently maintained this year through the efforts of the Beautification Committee and the Garden Club.

Respectfully submitted,

Carol Engel
Ed Hastings
George Major, Chairman
Joan McSweeney
Elaine Zuccaro

SCHOOL COMMITTEE

	Term Expires
Christine M. Monaco, Chair 18 Corcoran Road	2004
Stephen A. Nelson, Vice-Chair 25 Fairfax Street	2002
John T. Lyons 105 Bedford Street	2003
Thomas F. Murphy, Jr. 3 Lexington Street	2004
John L. Vanella 8 Pearson Circle	2002
Jason Yu Student Representative	



School Committee

Front l to r: John L. Vanella, Chairperson Christine M. Monaco, Student Representative Jason Yu. Rear l to r: Vice Chairman Stephen A. Nelson, John T. Lyons, Thomas F. Murphy, Jr.

The regular meetings of the School Committee are held in the School Committee Room, Open Space A, Burlington High School, 123 Cambridge Street, Burlington, on the second and fourth Tuesday of each month at 7:30 p.m. If a change in meeting dates is voted, a posting on the Town bulletin board is required by law. Information is secured by calling the Superintendent's Office.

BURLINGTON SCHOOL COMMITTEE

The year 2001 will not soon be forgotten. The tragedy of September 11, 2001 seared a permanent memory into the minds of most Americans. Like the memory of November 22, 1963, it will be hard to forget where you were and what you were doing when the news hit. Among the thousands of Americans whose lives were lost in an unthinkable terrorist attack on September 11th were Burlington High School graduates, Robert Hayes, Edward Hennessey, and Ronald McGuinness. Also killed in the attack were retired teacher James Trentini and his wife Mary. Jim taught at BHS for twenty years and is remembered as a great teacher and role model. We wish to honor all those killed in this vicious attack and we are working to find an appropriate means to memorialize Burlington's own American heroes.

Very close to home, in a tragic accident on June 1st, ten year old Ryan Scott Kane was struck by a car near Simonds Park. He died two days later. The loss of such a beautiful young life caused profound sadness for the entire school community. Our hearts ache for his family.

Also in 2001, Jack Rennie passed away. Jack was a member of the MSMS school council and through his company, Pacer Systems, had sponsored the "BEST BET" program for the Burlington schools. Through that program he donated over a half million dollars to our schools for program enrichment, ongoing since the early 1980's. Jack was very involved in education at the state level, specifically with the Education Reform Act. A true friend of our schools, Jack is, and will continue to be missed.

Although 2001 was a year riddled with tragedy, there were also good things that happened in the Burlington School Department. In the first year that passing the MCAS was required for graduation, we saw a marked improvement in these test scores. This can be attributed to major efforts by staff to align our curriculum with the state frameworks and to the hard work of our students. After-school programs, review classes, and extra effort in general, by teachers, students, and parents resulted in a very positive outcome in test results. We congratulate our students on their achievement.

During 2001, the school committee negotiated new contracts with our three top administrators, the superintendent, Dr. William Connors, and two assistant superintendents, Dr. James Picone and Katie Spinos. We have superior individuals in these positions, and they do an excellent job

of running our schools. We are happy to have them on board for the foreseeable future.

After sixteen years as the principal at Burlington High School, Dr. Maynard Suffredini moved on to become Superintendent of the Holbrook schools. We wish Maynard great success in his new position. Associate Principal Linda Hayes became the new BHS principal. The school community has very enthusiastically received Linda. We welcome her to the job and offer her our support and well wishes. We also welcome Rick Sheehan, our new associate principal, who joins Dr. Vince McKay in that role.

Once again, the town has met the needs of the schools. Ways and Means and Town Meeting passed our fiscal year 2002 budget of \$28.6 million, a 5.8% increase over last year. Town Meeting continues to understand the importance of education and has generously funded the budget as well as the necessary capital items. After several attempts, funding of \$422,174 for a new track passed Town Meeting, and we now have the high quality, finished product for our athletes and residents to use. Town Meeting also funded the design study for the upcoming school building project.

Jack Blais, who graduated from BHS in 1956, and his wife, Shelley, donated \$200,000 to the Burlington Community Scholarship Foundation during 2001. In addition, they matched the BCSF telethon donations for 2001 as they had in 2000. Mr. and Mrs. Blais made other significant gifts to the schools; one such gift was the funding for the summer reading program. We are most grateful to Jack and Shelley Blais.

The facilities study committee, after more than a year of work, determined that the elementary and middle schools need significantly more space. The recommendation of the committee was to build a kindergarten center to take the enrollment pressure off the elementary schools and to put an addition on the middle school to add classroom space in that building. After intense discussion, the school committee agreed with this plan and went to town meeting for design funding. The facilities committee was then reorganized to become the building committee, with a few new members and a new task.

Plans are in order for the kindergarten center. The former Wildwood School will be renovated and expanded to house all of the town's kindergartens. The estimated opening date is September 2003. The estimated cost is approaching ten million dollars. We expect to seek

approval for the funding of this project in the form of a bond issued from town meeting in June 2002.

The middle school project turned out to be of greater scope and expense than originally thought. The necessary upgrades to the existing building that must be done in order to meet state and local requirements are extensive. Adding on to the building triggers code upgrades to the entire facility. These include a sprinkler system throughout the building for fire safety, asbestos removal, and a new heating system, to name a few. More study and planning will be done on this project before we finalize it.

Our school committee representative Amy Dotson completed her term and passed the job on to Jason Yu. We are very happy to have Jason; he is doing a great job representing the students and their interests to the School Committee. Bringing the needs, concerns and views of the students to the public forum of the school committee is essential. We commend both Amy and Jason for their effective leadership.

In spite of the tragic events that will linger in our collective memories of the year 2001, the Burlington School Department had another successful year. As Americans, we are stronger, more committed to our country and our values, and we will go forward with a renewed effort to offer our students the very best education we can provide.

Respectfully submitted,

Burlington School Committee
Christine M. Monaco, Chairman
Stephen A. Nelson, Vice Chairman
John T. Lyons
Thomas F. Murphy
John L. Vanella

Superintendent of Schools

William P. Conners	B.A., Maryglade College
	M.Ed., Boston College
	C.A.E.S., Boston College
	Ed.D., Boston College

Assistant Superintendent for Business and Finance

James L. Picone	B.S., Salem State College
	M.A., Suffolk University
	Ed.D., Boston College

**Assistant Superintendent for
Curriculum and Instruction**

Katie Spinos	B.A., Boston College
	M.Ed., Boston College
	M.S.M., Lesley College
	Ph.D. Candidate, Boston College

Director of Pupil Services

J. Kevin Foley	B.S., Boston University
	M.Ed., Northeastern University

Supervisor of Attendance

Monica J. Curtin	B.A., Villa Maria College
	M.Ed., Salem State College

Burlington High School Administration

Linda A. Hayes Principal	B.A., University of Massachusetts M.Ed., Fitchburg State College C.A.G.S. University of Massachusetts
Vincent P. McKay Associate Principal	B.S., University of Massachusetts M.A., Tufts University Ph.D., Boston College
Richard T. Sheehan, Jr. Associate Principal	B.A., Stonehill College M.Ed. Salem State

Marshall Simonds Middle School

Richard J. Connors Principal	B.S., Salem State College M.Ed., Boston University
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Elementary Schools

Richard J. Benowitz, Principal, Fox Hill	B.S., Temple University M.Ed., Boston, University
Paul A. Cabral, Principal Francis Wyman School	B.S., Salem State College M.Ed., Salem State College
Robert L. Teel, Principal Memorial School	B.A. UMass/Boston M. Ed., Boston State College
Stephen E. Preston, Principal Pine Glen School	B.S., Salem State College M.Ed., Northeastern University

SUPERINTENDENT OF SCHOOLS

The 2001 year began with a great deal of promise for the Burlington Public Schools. A study was underway to review our elementary enrollments with an eye toward providing additional space. The Burlington Public Schools was functioning extremely well despite having twelve of our veteran teachers retire at the conclusion of the previous school year.

An important aspect of any educational program is an environment conducive to learning. Recognizing this, Town Meeting Members supported a warrant article in the amount of \$796,000 for architectural fees for a new Kindergarten Center on the site of the former Wildwood School and needed renovations to the Marshall Simonds Middle School. A plan will be submitted to Town Meeting in early 2002.

Dr. Maynard M. Suffredini, Jr., Principal of Burlington High School for the past sixteen years, resigned in June to assume the role of Superintendent in Holbrook, Massachusetts. This is an opportunity for me to publicly express my appreciation to Dr. Suffredini and to extend my best for success in his new position. We were fortunate to have Ms. Linda Hayes, who was serving as Associate Principal, accept the position of Principal of Burlington High School. Ms. Hayes, an alumna of Burlington High School, has those qualities that will be an asset in this leadership role, and I am looking forward to working with her for the future enhancement of the school.

The Post Graduation Party has proven to be a very successful activity and insures that our graduates celebrate their special day in a safe environment. This event is held on Graduation Night at the High School from 10:00 p.m. to 5:00 a.m. and receives the generosity and support of the business community and parents, who work diligently throughout the year to make this a memorable celebration. In its tenth year, 95% of the graduating seniors attended.

The school year had no sooner begun than on September 11, the nation was faced with the acts of terrorism on the World Trade Center in New York City and the Pentagon Building in Washington. Our educational leaders deserve commendation for the sense of reason and calm that were maintained within our schools during this time. That day will remain in our minds throughout our lifetime and, consequently, has made us rethink our values and pri-

orities. Although it has impacted every phase of our lives, I am confident our beliefs and freedoms will continue to be strong.

The long-awaited day when the MCAS scores for the Class of 2003 would be received finally arrived, and with it came the good news that the hard work of students and staff had paid off! The vast majority of our students did well, and the school district can be proud of the efforts of everyone involved. The following grid tells the story:

try attend Burlington schools for one month. During that time, our students have the opportunity to learn of the culture and customs of Thailand while sharing our history and practices with our visitors. This has proven to be a most worthwhile program.

I wish to express my appreciation to the School Committee for their genuine desire to provide the best possible education for the children of Burlington; to my Central Office staff, Assistant Superintendents James

MCAS Tests of Spring 2001 Percentage of Students at Each Performance Level

	Advanced	Proficient	Needs Improvement	Warning /Failing (Tested)	Warning /Failing (Absent)	Avg. Raw/ Scaled Score	Number of Students
All Students							
Grade 3							
Reading		81	16	3	0	33	274
Grade 4							
English Lang. Arts	9	56	31	4	0	243	288
Mathematics	12	36	45	7	0	239	294
Grade 6							
Mathematics	16	34	35	15	0	240	283
Grade 7							
English Lang. Arts	6	61	29	4	0	243	284
Grade 8							
English Lang. Arts	3	80	14	3	0	246	258
Mathematics	17	31	37	15	0	239	267
History Soc. Stud.	3	26	54	17	0	232	267
Grade 10							
English Lang. Arts	20	48	26	6	0	245	210
Mathematics	27	34	31	9	0	244	211

The Burlington Public Schools again received a \$50,000 grant from C.A.S.IT, Inc. (Centro Attività Scolastiche Italiane) to support our elementary Italian program. We are grateful to C.A.S.IT, to Sun Microsystems, and the many businesses and organizations that support all areas of our curriculum.

Our ongoing international cultural outreach program with Thailand is in its third year. Students from that coun-

Picone and Katie Spinos; and to the 500 dedicated and committed administrators, teachers, support staff, and coaches who each and every day play a positive role in the lives of our young people.

Respectfully submitted,

William P. Conners, Ed.D.
Superintendent of Schools

CURRICULUM AND INSTRUCTION

During the 2001-02 school year, there are a few key initiatives underway focusing on curriculum review and alignment; professional development; and the effective integration of technology.

Curriculum Review and Alignment

First, we are continuing our K-12 English Language Arts review. Grade level expectations have been drafted for grades K-10 that correspond to the new June 2001 State Curriculum Framework. Elementary teachers have collaborated on recommendations for meeting these expectations by defining best practices and the resources that are essential for implementation. Teachers continue to introduce new strategies in the classrooms, including: Writing in the Content Areas, Junior Great Books, Guided Reading, etc. A complete grade level expectations document and guiding notebook was shared with all elementary teachers. At the secondary level the English Language Arts Committee is refining grade level expectations and defining common teacher expectations for every course (e.g., expected literature by grade level/course; progression of skills; emphasis in writing; appropriate integration of media literacy, etc.).

Working with Kathy Fitzgerald, the system's elementary math facilitator, K-5 teachers have articulated grade level math expectations. These were also distributed to all elementary schools and Marshall Simonds Middle School. A common set of expectations for mathematics drives purchasing and recommendations for additional resources. At the secondary level, the school-based math teams have also articulated grade level expectations and are in the process of identifying the corresponding curriculum resources and professional development needed to implement changes. A shared K-12 focus is for all students to meet higher achievement expectations on the math MCAS exams.

The K-5 Social Studies Committee "finished" its work on articulating grade level expectations in 2001; however, a new Department of Education Social Studies Framework is under review now. This is the second year of implementing a new fifth grade text to assist teachers in meeting the early U.S. History content expectations. Teachers also developed grade four curriculum guides for India and China and relevant resource materials for their peers in the summer of 2001. These resources were well received and very much appreciated by classroom teachers. This year Burlington

partnered with Primary Source to strengthen studies in world history, including ancient civilizations, Islamic studies, China and African/American history. Additional work in social studies is expected in the coming years but is pending the final release of the State's anticipated new version of the Social Studies Curriculum Framework.

Science grade level expectations were completed for grades K-5. The Science Center, along with teachers and an assessment consultant, designed grade level standards-based assessments for each content area studied. Packets of materials were distributed by the Science Center in the early fall. In addition, the Science Center acquired donated resources to enhance the animal study program valued at over \$30,000. Our science specialist also studied dolphin behavior through a generous grant from Millipore and Earthwatch. This experience strengthens teaching of animal behavior in the intermediate grades.

All curriculum areas at the high school completed Teacher Expectation summaries at the start of school. These were distributed to all students and parents at the Back to School night in the fall. High school staff is also working on reaccreditation. At the middle school, teachers are collaborating on common grade level expectations in all subject areas.

Professional Development

The Professional Development Plan continues to be geared to meeting five goals: 1) Articulate and align local curricula with State Frameworks; 2) Align teaching practice with updated local curricula, and instructional and assessment strategies with the needs of diverse learners; 3) Improve communication about student learning (curriculum, instruction, and assessment); 4) Provide support for effective (standard) procedures for the recruitment, selection and retention of highly qualified staff; and 5) Provide no-cost recertification professional development opportunities required by the Massachusetts Department of Education. The system provides many opportunities for staff including full professional development days embedded into the school calendar, a mentor program for new teachers, participation in the *Teachers as Scholars* program and our partnership with Primary Source, as well as involvement in the Standards-Based Education course. A number of sessions continue to focus on technology. This year, with grant support, we have technology design teams working on curriculum integration projects.

Other Highlights

- Last summer (2001), Burlington offered its second summer reading program for students entering grades 1–3, its first program for students in grades 4–5, and an MCAS prep program for high schoolers. Over 175 students enrolled in the elementary program and 28 in the high school program.
- Memorial School received its third year of the John Silber Grant for Reading Literacy. This funding has enabled Memorial to provide an additional reading specialist and resource materials to improve reading achievement.
- Marshall Simonds Middle School was awarded a new technology grant to support a physical education project.
- The high school language lab was installed last year and is now fully utilized to support world language acquisition.
- The second year of the Youth Tech Entrepreneurs (YTE) program is underway and has been a success. Students are engaged in an array of learning experiences including providing support and serving as a resource to faculty, especially regarding web page design and support.
- Burlington continues to be a member of the *Teachers as Scholars* program, a professional development project for K-12 teachers involving Boston area school districts. The seminars are led by scholars from Harvard, Boston University, MIT, Brandeis, Simmons College, Wheelock College and other area universities. Twenty-three Burlington teachers are enrolled in *Teachers as Scholars* seminars in 2001-02.
- Burlington also partnered with Primary Source beginning this year; over 30 teachers and specialists have taken courses, seminars and participated in their special programs. Burlington hopes to send a team to various China Study programs this spring or summer.

Respectfully submitted,

Katie Spinos
Assistant Superintendent
for Curriculum and Instruction

BURLINGTON HIGH SCHOOL

During the past year, Burlington High School experienced several staffing changes, including the resignation of long-time principal, Dr. Maynard Suffredini. Dr. Suffredini left Burlington High School to become the Superintendent of Schools in Holbrook, Massachusetts. Mrs. Linda Hayes was appointed as the new principal and Mr. Richard Sheehan was hired to fill the vacancy of Associate Principal. Three other staff members, Mr. Arthur Fundeklian, Mr. David Dube, and Mr. Edward Doyle, retired after many years of service to Burlington students. Mr. Alan McRae, previously a teacher at Marshall Simonds Middle School, joined the Science Department, while Mrs. Maria Walton undertook the duties of Foreign Language Department Head.

Mr. Larry Boucher was hired for the position of Data Information Manager and assumed the responsibilities, previously held by Mr. Dube, as well as new district tasks. The Industrial Arts position vacated by Mr. Boucher was filled by Mr. Joel Mascott. Ms. Susan McGrath resigned as a Chemistry teacher and was replaced by Ms. Sarah Longstaff. Ms. Ning Wu joined the BHS staff as a technician for the Foreign Language Lab.

Following the return of Mr. Matthew Carr from a leave of absence, Ms. Joyce Grady accepted a position at the Marshall Simonds Middle School. After a three-month leave from her secretarial position, Mrs. Carla Ferraguto returned to work on a part-time basis at the beginning of December. Mrs. Susan DiPerna became the secretary to the principal, and Mrs. Patty Lewis was employed full-time in the main office. Mrs. Marion Nigro was hired for the part-time clerical position in the Guidance Department.

In the spring of 2001, students took the 10th grade MCAS tests in Math and English Language Arts as a state requirement for graduation. Burlington High School students performed significantly above the state averages in all categories on the 2001 MCAS tests, while failure rates declined dramatically in both Math and English. This success was due in part to MCAS courses offered during the school year and the continuing alignment of the high school curriculum to the Massachusetts Curriculum Frameworks.

During July and August, a summer school program was offered to all incoming 9th and 10th grade students identified as at-risk of failing the 10th grade MCAS tests. An academic success grant from the Massachusetts Department

of Education provided funding for the summer school program. In the fall of 2001, after-school tutoring was provided to 11th grade students who failed the 2001 MCAS tests. Re-testing took place from December 10-14, 2001.

Over the past year, Burlington High School began preparing for the reaccreditation process conducted by the New England Association of Schools and Colleges. Teacher expectations were discussed at a professional development workshop in June and a template was developed for use by all faculty members. Teachers received instruction and direction in preparing course expectation handouts for all classes for the school year during professional development days in August. Expectation handouts were shared with parents at the annual Back To School Night in September. A Special Report Committee met to review mission statements from other schools and comments solicited from the BHS faculty. A mission statement was prepared and submitted to the faculty and was approved by an overwhelming majority. The faculty also reviewed student learning expectations developed by the Special Report Committee.

As part of the professional development program in December, the faculty read and discussed the new NEASC Guidelines for developing a mission statement as well as mission statements from a number of other schools in the area. The process of refining the BHS mission statement and the development of academic, civic and social expectations will continue throughout the school year.

Technology updates have included the purchase of a wireless computer lab for the Social Studies Department, installation of a new Math computer lab, and the wiring of the high school to accommodate a new telephone system and computers in every classroom. The telephones and computers will be installed over the next few months. Other improvements in technology include the installation of a new sound system in the auditorium, computers for music composition, and digital cameras for photography. A computerized door access system was also fully implemented during the fall of 2001. Site licenses for a Science and Math software program that provide individualized instruction aligned with the Massachusetts Frameworks and the MCAS tests were also purchased.

Respectfully submitted,

Linda A. Hayes
Principal

ART DEPARTMENT

Burlington High School art students again received honors in the state and national Scholastic Art Exhibition. Molly Eggleston and Laura Young received Gold Key awards. Crystal Garside, Nicole Palumbo, and Chris Getchell received Silver Key awards. Caitlin Fitzgerald received an Honorable Mention. Ms. Sullivan and Mr. Young continued to serve as members of the Scholastic Advisory Board. In the spring of 2001 the department produced its twenty-eighth annual "Exhibition." Over 1,000 pieces of work were exhibited in the library and main lobby. The department again participated in the annual area high school exhibition at the Lexington Arts and Crafts Society. Students also exhibited at the annual superintendent's conference. That work then was exhibited throughout Massachusetts.

Lisa Shure was selected to represent Burlington High at the fourteenth annual Art All-State Festival at the Worcester Art Museum. Burlington High was given a site for the regional interviews for the festival, which Ms. Sullivan and Mr. Young coordinated. All-State is jointly sponsored by the museum, the Massachusetts Art Education Association, the Massachusetts Alliance for Arts Education, and the Massachusetts Directors of Art Education.

The system-wide release days in March were spent with Ms. Susan Hogue from the staff at Mass Art. Her two-day workshop "Art Educators and the Internet" was extremely well received by the K-12 staff.

The department continues to host visitors from the New England area interested in implementing computers in their art curriculum. The lab, part of the long-range technology plan financed by Sun Microsystems, continues to provide students with exciting possibilities in the computergraphics field.

Mr. Little continued to be involved with Factathalon, Science Olympiad and Students for Environmental Action. Mrs. Vigneau worked with the post-graduation party committee.

Graduating students were accepted at Mass College of Art, UMass Dartmouth, and the University of Hartford.

Respectfully submitted,

Philip E. Young
Art Department Chairman

ENGLISH DEPARTMENT

The English Department gladly received news of the impressive performance of the Class of 2003 on the MCAS exams. Approximately 94% of our students passed the language arts exam and are thereby eligible to graduate with diplomas in June, 2003. Most impressive was the increased number of students scoring in the proficient and advanced ranges. The Class of 2003 had 69% in either the proficient or advanced range compared with 48% in 2002, and 43% in 2001. The improved test scores result from a combination of factors, but the seriousness of our students and the resoluteness of the English staff to stay the course of effective, rigorous language arts instruction are no doubt essential factors in our success.

With the NEASC reaccreditation looming in 2004, the department continues to work on updating curriculum documents that are aligned with both the state framework and NEASC standards. With the guidance of new Principal Linda Hayes, we feel confident that we can complete these important tasks and improve instruction for all students.

Respectfully submitted,

Robert W. Casey

English Department Head

FAMILY AND CONSUMER SCIENCE, BUSINESS, TECHNOLOGY EDUCATION, YOUTH TECH ENTREPRENEURS

The Family and Consumer Science program consists of offerings in two areas, Child Development and Cooking. The Child Development program continues its highly successful Pre-School program under the leadership of teacher Rosemary Bransfield. A select group of sixty-five BHS students are chosen from a large pool of applicants to work with Mrs. Bransfield in the pre-school program, which is offered in two sessions per day. Community demand for the program remains high with a perennial waiting list of applicants. The Foods program, with teacher Marjorie Arcand, continues to offer popular courses in Food Preparation, Professional Foods and Gourmet Foods.

The Business program has a new teacher in long-time permanent substitute John Hayes. Mr. Hayes brings to Burlington extensive experience in the business world that he applies in courses in Accounting, Business Law, and Business Management. Mr. Hayes took over the program upon the retirement of George Toth in the fall of 2000.

The *Technology Education* program has been reorganized in the wake of the loss of veteran teacher Mr. Larry Boucher to the High School Data Manager position. The new teacher, Mr. Joel Mascott comes to Burlington with an extensive business background and a Master's from the Technical Education Program at Fitchburg State College. The High School currently offers two courses in this area.

Youth Tech Entrepreneurs (YTE) is now in its second full year at Burlington High with teachers Bill Brown (High School Computer Integration Specialist) and Lisa Francescon. Ms. Francescon came to us last year as a contract employee of YTE and is teaching two sections of the second year course in Web Ventures – a course for the second year students in web page design. The new crop of first year students take the Computer Basics offering with Mr. Brown. Bill teaches this one course in addition to his regular duties overseeing the school's technology offerings, including the audiovisual program. Next year, YTE will expand to a third full year of programs with a course in network design and a course for non-YTE students in web design. Additionally, YTE will build on its past success with student community service projects to include more direct support for high school computer lab maintenance. Most of last year's YTE students held paid summer positions in the Town and with area businesses in the computer/technical field.

Respectfully submitted,

Vincent P. McKay, Associate Principal

FOREIGN LANGUAGE DEPARTMENT

Approximately 600 students study a foreign language at Burlington High School. A five-year sequence is offered in French, Spanish, Italian and Latin. A four-year sequence is available in German. Teachers utilize conventional texts, workbooks, plays, short stories, and realia. In the language lab, students use CD ROM's, videos and audio cassettes which supplement the classroom materials.

Mrs. Rita DeBellis participated in *Teachers as Scholars* in February. In April, Mrs. Maria Walton chaperoned a trip to Spain. Twenty high school students participated in the ten-day trip.

In June, Mr. Edward Doyle retired from his position as Chairman after thirty-three years of dedicated service to the students of Burlington. Mrs. Maria Walton was appointed permanent Department Head. In September, Mrs. Nina Wu joined the department staff as the Language Lab technician.

Mrs. DeBellis serves as advisor to the Latin Club. In November, the club, along with SADD, sponsored a Red Cross Blood Drive at Burlington High School. Mrs. Walton is advisor to the Spanish Club.

The department is proud that the majority of students in the AP Spanish course took and passed the Advanced Placement Examination in Spanish.

Respectfully submitted,

Maria P. Walton
Department Head

MATHEMATICS DEPARTMENT

The Math Department continues to meet the needs of all students. This is accomplished by offering a wide variety of courses ranging from Advanced Placement courses such as Calculus to Computers.

Math teachers: Angela Guerra, Leonard Connolly, Edward Chapdelaine, Ross Paine, Marlin Kagan, Janice Sykes, Jean Saxe, and James Curtin have attended workshops or courses to keep abreast of current trends in math. These have included NCTM Conferences, A.P. workshops, MCAS workshops, and college courses.

The number of courses has been upgraded with the use of technology. A new Math Computer Lab has been installed this year and is used by the MCAS class.

Respectfully submitted,

James P. Curtin
Math Department Head

HIGH SCHOOL PUPIL SERVICES DEPARTMENT

The High School Pupil Services Department has worked to meet the diverse and complex needs of the high school student population. The Guidance Counselors, through the use of varied counseling techniques, work with students to identify and remediate problem areas as well as to help them develop appropriate educational/career goals and courses of action to achieve those goals. The program for special needs students continues to be effective in identifying learning problems while offering in-depth special needs support and academic diversity for those students with learning disabilities.

This past June, Mrs. Eleanor Packer retired from her position as School Adjustment Counselor at Burlington

High School after thirty years of dedicated service to the students and families of Burlington. Mrs. Amy Mahoney has assumed the School Adjustment Counselor position vacated by Mrs. Packer's retirement.

The Guidance Department hosted representatives from 49 colleges and technical schools who spoke to interested students regarding admission requirements, costs and financial aid information during conferences at the high school. The Guidance Department also co-sponsored a regional college fair held at Reading High School that had representatives from over two hundred colleges and universities.

The 2001 Burlington High School Scholarship Program, now affiliated with the Burlington Community Scholarship Foundation, produced highly successful results. One hundred eighty-four donors contributed to the 2001 program. Three hundred twenty-six scholarships, totaling \$271,000.00, were awarded at the presentation ceremonies. Our deepest gratitude is extended to the local individuals, civic groups and business organizations that contributed to the scholarship program. Since 1988, three thousand seven hundred fifty scholarships totaling \$2,656,185.00 have been awarded to the graduates of Burlington High School.

The following is a profile of the Class of 2001:

Size of Class:	208 students
Number of Students	
Continuing Education:	182 or 87.5% of Class
Number of Students Seeking	
Employment:	24 or 11.5% of Class
Number of Students Entering	
Military Service:	2 or 1.0% of Class

Continuing Education Information:

Four Year Baccalaureate	
Programs:	147 or 70.7% of Class
Four Year Public Institutions:	67 or 32.2% of Class
Four Year Private Institutions:	80 or 38.5% of Class
Two Year Associate Degree	
Programs:	29 or 13.9% of Class
Two Year Public Institutions:	24 or 11.5% of Class
Two Year Private Institutions:	5 or 2.4% of Class
Educational/Vocational	
Non-Degree Programs:	6 or 2.9% of Class

2001 CEEB Test Summary:

189 students tested out of a class of 208 or 91%

SAT I Cumulative Percentages (Per Cent of Students scoring at or above a given range):

	Verbal	Math
Above 700	1%	6%
Above 650	5%	10%
Above 600	17%	18%
Above 550	34%	39%
Above 500	50%	57%
Above 450	70%	74%

Of Scores In A Given Range:

	Verbal	Math
750-800	0	6
700-740	2	5
650-690	7	7
600-640	22	15
550-590	32	39
500-540	30	34
450-490	37	33
400-449	28	24
TOTALS	158	163

SAT II Mean Scores:

Writing: 589 Literature: 567 Biology M: 547
 Math Level IC: 582 Math Level IIC: 662 Biology E: 600
 Chemistry: 616 American History: 544

2001 MCAS Test Results Summary:

210 students of the Class of 2003 were tested.

88% of the class passed both the English Language Arts and Mathematics tests.

4% passed only the English Language Arts test.

2% passed only the Mathematics test.

6% did not pass either test.

69% of the class scored at either the proficient or advanced level on the English Language Arts test.

61% of the class scored at either the proficient or advanced level on the Mathematics test.

Six members of the Class of 2001 were recognized as National Merit Commended Students. Two members of the Class of 2001 were recognized as semifinalists in the National Merit Scholarship Program.

Six members of the Class of 2001 were recognized as Advanced Placement Scholars for their performance on the Advanced Placement Examinations. In addition, three members of the Class of 2001 were recognized as Advanced Placement Scholars with Honor and two students were recognized as Advanced Placement Scholars with Distinction.

Respectfully submitted,

Thomas Imbriglio

Chairperson, High School Pupil Services

READING

The reading specialist at Burlington High School continues to coordinate all aspects of reading development, study skills, and verbal support services for all mainstream students in grades nine through twelve. These services include testing, diagnosis, evaluation, and instruction in all verbal related areas. Individualized programs are designed for individual students based on needs as determined by test results and other assessment indicators. Teachers, counselors, parents, and students initiate referrals to the office of the reading specialist.

For the ninth consecutive year, this program has been funded with a three-fifths position. Creative scheduling and the initiative of classroom teachers have allowed this program to evolve despite obvious time limitations. At Burlington High School, the goal of developing independent learners with critical reading skills continues to be a common thread that unites all areas of instruction.

Respectfully submitted,

Robert F. Conceison

Reading Specialist

SCIENCE DEPARTMENT

The 2001-2002 school year has been a year of improvement for the Science Department. Students excelled in the Advance Placement courses. Approximately 28 students gained college AP credit with 9 scoring a "5," the top grade.

In December, a national satellite lecture series from the Howard Hughes Medical Center was held in our Young Hall.

We hosted the American Chemical Society's "High School Teachers' Night" in October where over 125 teachers attended. Dr. Michael Tinnesan, ACS National High School Coordinator, presented a seminar, and Dr. Michael Henchman of Brandeis University was the keynote speaker on "The Material Science of Art."

Dr. Stacie Williams' and Mr. David Luther's classes won a silver medal in the New England Flower Show for their display: "David Thoreau: New England's First Ecologist."

Mr. Charles Wood and Mr. Richard Beaumont introduced a new Honors Biology program.

Dr. Nassiff continued his efforts on the State MCAS Assessment Committee in Science/Technology and is a consultant for the DOE in chemistry and physics. He was the NEACT president and 63rd Summer Conference Coordinator. Finally, Dr. Nassiff obtained his National Board Certification in Science.

The school was awarded a \$16,400 Department of Education grant as a 2001 Summer Content Institute at the University of Massachusetts-Amherst on the "Chemistry of Polymers and Polymer Engineering."

Dr. Williams and Mr. David Luther continued their efforts for a student science journal.

The Science staff had some changes. Mr. Arthur Fundeklian retired after many years of service to the students of Burlington, Ms. Susan McGrath resigned, and two members joined our staff, Mr. Alan McRae, physical science, from the Marshall Simonds Middle School and Dr. Sarah Longstaff, chemistry, from the University of Connecticut.

Respectfully submitted,

Dr. Peter J. Nassiff

Head of the Science Department

Burlington High School Exhibits at the New England Flower Show

HENRY DAVID THOREAU NEW ENGLAND'S FIRST ECOLOGIST?

Inspiration in Our Own Woods



A truly inspired garden was the one that surrounded Henry David Thoreau while he lived on Walden Pond in Concord, Massachusetts. Thoreau documented his emotions and findings in two books entitled *Faith in a Seed* (1993), and *Wild Fruits* (2000); both edited by Thoreau scholar Bradley P. Dean. The two books, written by Thoreau over 100 years ago, are compilations of many years of studying nature and Thoreau's observations about the desecration of nature and the importance of preserving it.

Thoreau's books about our botanical world still inspire us today. The students of Burlington High School shared their modern interpretation of Thoreau's work through drawings and paintings of the plants that Thoreau studied. These works were shown with related quotes from Thoreau's two books. Viewers of the show put themselves in Thoreau's shoes and realized the beauty of nature in a new and different way.

Burlington High School Teachers Mr. Wayne Little and Dr. Stacie Williams assisted Mr. C. David Luther's Environmental Science students and members of the Students for Environmental Action as they researched and organized this interdisciplinary exploration of native plants. The students who organized the exhibit were:

Shaina Andelman	Geoff Davis	Katy Driscoll
Jeff Fonseca	Fallon Hauser	Rob Hayes
Shara Hegde	Shana Larkin	Amy Lavoie
Jillian Martin	Vicky McCann	Nick Santullo
Kerry Sousa	Jarrold White	Jessica White

The work was shown at last years' New England Flower Show. It was so well received that the students won a "Silver Medal" for their efforts. Their academic display at the largest flower show in the United States was viewed by hundreds of thousands of gardening enthusiasts throughout New England. Hundreds of people submitted positive written comments to the students including the editor, Mr. Dean, and the illustrator Ms Abigail Rorer.

Copies of the interdisciplinary curricular unit, Art and Science: Where Do You Draw the Line?, developed by Mr. Little and Mr. Luther, are available upon request.

SOCIAL STUDIES DEPARTMENT

One of the most absorbing issues of the year involved proposed changes to the state curriculum frameworks in Social Studies. At the time of this writing, the Massachusetts Board of Education is considering a proposal to replace the current high school emphasis on World History with a stronger requirement in the area of American History. There is much uncertainty as to the exact nature of these potential changes. Until definite changes are made, however, we will continue with our current curriculum. All agree that it will be several years before the Social Studies component of the MCAS exams will be required for graduation.

By way of curriculum improvements, we are pleased to report the addition of a new half-year elective entitled *Facing History and Ourselves*. Miss Rachel Zucker has been the driving force in creating and offering this nationally recognized program of study. She is teaching three sections of the course this year which is open to all grades and all levels. Miss Zucker completed course work this summer to further prepare the materials and lessons for this course.

Technology applications for Social Studies were greatly enhanced late this fall with the addition of our own separate computer lab. Located in the commodious area of the lower library near our Social Studies Office, it is the first wireless system in the building. Our Social Studies teachers are excited over the advantages this wonderful teaching tool adds to our program.

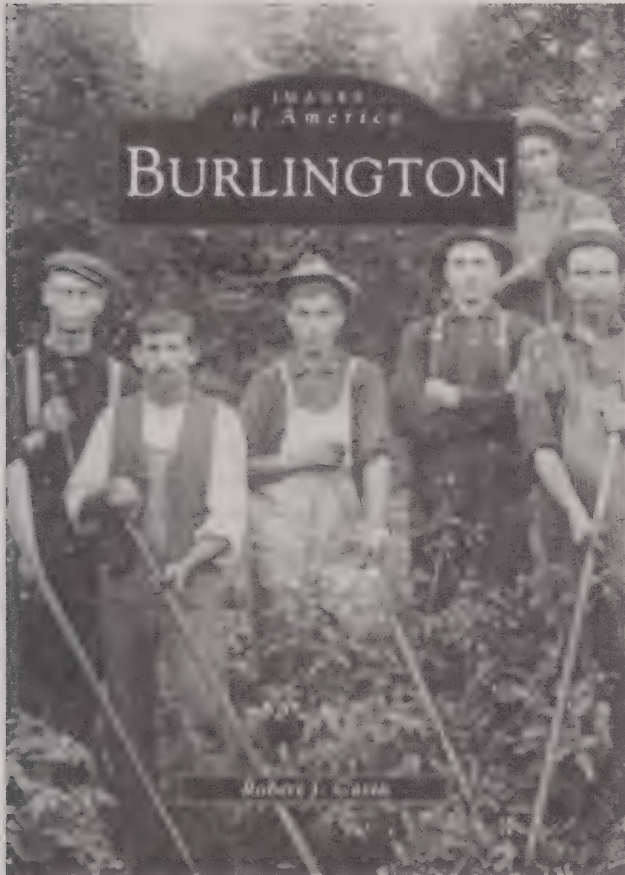
Four members of the Social Studies Department attended the 32nd annual Northeast Regional Social Studies convention held last March in Boston. Attending were: Mrs. Baierlein, Miss Grady, Mr. Halvorson, and Miss Zucker. At subsequent department meetings, highlights of seminars and workshops were shared with other department members. Textbook samples and support materials were brought back for staff evaluation and recommendation.

Three of our social studies teachers, Mr. Bridge, Miss Grady, and Miss Zucker, enrolled in a dynamic two-week seminar conducted by *Primary Source* on "Modern China." In fact, they were members of a larger Burlington team which included teachers from other grade levels, a librarian, and Assistant Superintendent Spinos. This is an ongoing program with follow-up courses, seminars, and related activities. The program is also designed so that each participant will become a valuable resource and share their knowledge and experience with the other members of this department and the larger Burlington school system.

Our traditional field trips were conducted, again, with sound educational results. The law classes (Mr. Driscoll) visited the State House and the Suffolk County Court House. Sociology classes (Mr. Costa) joined with law students to visit MCI Bridgewater and take advantage of their "Project Youth" program. Freshmen *World History* classes (Mrs. Baierlein and Mr. Halvorson) toured the Boston Museum of Fine Arts. The United States History students traveled over Memorial Day weekend to Washington D.C. and Mount Vernon (Mrs. Baierlein as principal organizer assisted by Miss Grady and Miss Zucker). We are indeed fortunate to have teachers that are willing to give the extra time and effort to provide our students with these valuable enrichment activities.

The field trip started a few years ago for sophomore *World History II* students to the United Nations and Ellis Island was again conducted this year with much success. The teacher chaperons were Mr. Halvorson and Mr. Hoyt. Our parent chaperon, this year, was Mr. Charles Shea and we wish to thank him for his time and help.

We are very pleased to report that the Model United Nations program, started two years ago by Mr. Peter Halvorson, has continued to grow and expand. Through the action of the Superintendent and School Committee, the program now holds official status as a Burlington High School activity. Burlington students have attended model United Nations programs at Johns Hopkins, Brown, Yale, and Harvard University. Mrs. Baierlein serves as co-advisor with Mr. Halvorson.



Mr. Robert Costa has distinguished himself as the author of a splendid pictorial history of Burlington. The book was released in September by Arcadia Publishing for national distribution. The 123 page volume is part of the "Images of America" series and was written by Mr. Costa in cooperation with the Burlington Town Archives. The volume contains a wealth of Burlington history and will be treasured by generations to come.

The delegate and alternate for Student Government Day, held in April at the State House in Boston, were Bonnie Larkin and Sage Costa, respectively. The Daughters of the American Revolution "Good Citizen" Award was pre-

sented this year to Bonnie Larkin (nominated by the faculty and elected by the members of the senior class). The two Burlington delegates to Girls' State, held in June, were Laura D'Amico and Bonnie Larkin. For Boys' State, the delegates were Michael Colangelo and David Lockney. Adam Jenkins was chosen to be the recipient of the Middlesex County Bar Association's "Law Day" award.

For the second year, a local Student Government Day was conducted in May. Student participants were members of the junior class elected from their United States History class. Twenty-nine students filled the various positions of town elected and appointed officials for that day. Mr. Robert Mercier, Burlington Town Administrator, was the master of ceremonies and coordinator at Town Hall. At the end of the day, students were given lunch at the Dandelion Green Restaurant. Dr. Beaudry, Mr. Costa, Mr. Driscoll, and Miss Grady were the United States History teachers that conducted the elections. They also made sure that the delegates reported back to their classmates what they had learned about local government.

Six Burlington High School students received perfect scores on the Advanced Placement United States History examination administered in May. More than 200,000 students from all over the United States took this college-level examination. The six students from Burlington scored higher than 91.5% of all those who took the exam.

There were two staff changes during the year. Mr. Matthew Carr returned as a full time teacher in the Social Studies Department after a one-year leave of absence. Miss Joyce Grady accepted an eighth grade Social Studies teaching position at the Marshall Simonds Middle School.

Respectfully submitted,

Jeffrey W. Hoyt, Chairman
Social Studies Department

MARSHALL SIMONDS MIDDLE SCHOOL

The year 2001 began on a sad note for the middle school community. John C. Rennie, a great friend to students, teachers and parents, passed away on January 15. Jack Rennie, a local businessman, was the founder of BEST BET (Building Excellent Schools through Business-Education Teamwork). He was responsible for the contribution of over one half million dollars to educational projects that enhanced the lives of children in the Burlington Public Schools. During the past four years, Mr. Rennie served as a

member of the School Council at Marshall Simonds. The John C. Rennie Technology Training Center at M.S.M.S. remains as a tribute to Jack's generosity and educational leadership.

MCAS Prep began in February for over 200 grade eight students. Every Tuesday and Thursday the eighth graders remained after school to enhance their skills and proficiencies in the area of mathematics. The four-month course was taught by six middle school math teachers.

Marshall Simonds was pleased to welcome the Commissioner of Education David Driscoll to the middle school in March. Dr. Driscoll discussed MCAS and other educational issues at the annual "Scholar's Brunch" for outstanding students and members of their families.

The months of April, May, and June brought many traditional events and activities to the middle school. The annual "Spring Open House" featured a wide diversity of student projects in all academic disciplines. This year, special emphasis was given to program initiatives that featured the integration of technology into middle school curriculums. Once again, Vaudeville highlighted the musical and theatrical talents of 250 boys and girls. Concerts, school assemblies, and graduation contributed to a successful closing of the school year.

Three teachers retired in June after contributing many years of service to the Town of Burlington. Paul Goodwin, a history teacher for 32 years; Kathleen McKenna, a language arts instructor for 32 years; and Michael Janiak, a math teacher for 36 years will be remembered for their dedication to the best interests of hundreds of middle school students.

September of 2001 brought seven new staff members to Marshall Simonds. Joyce Grady, a teacher of grade 8 history; Christie Govoni, a physical education teacher; Jessica Moore, a grade 8 language arts instructor; Karen Cook, a middle school guidance counselor; Jody Kalinowsky, a grade 7 science teacher; Melissa Cerratani, a grade 6 science teacher; and Kristina Kervin, a grade 6 math instructor represented the largest number of new staff members hired at the middle school in over twenty years.

On Friday, October 26, Marshall Simonds received the results of the 2001 Massachusetts Comprehensive Assessment System Tests in English Language Arts, Mathematics, and History and Social Science. Students in grade 8 were tested in all of the listed disciplines while

grade 7 students were tested in English Language Arts and grade 6 students were tested in mathematics. The scores received by grade 8 students in English Language Arts were exemplary. Eighty-three percent (83%) of the students tested received a score of Proficient or Advanced. The greatest improvement in the 2001 MCAS performance was observed in the scores of eighth grade students in mathematics. Fifteen percent (15%) of the eighth graders received a warning while on the 2000 MCAS test in math 29% of our grade 8 class failed. The average scores for all grade 8 students in the subject disciplines of English Language Arts, Mathematics, and History and Social Science showed an increase over the results produced in previous MCAS tests. It was also gratifying to observe that the average student language arts score in grade 7 and the average student math score in grade 6 were at the Proficient level.

During the current school year, the middle school faculty will be engaged in a diversity of professional development opportunities to increase their repertoire of instructional strategies. Training offered by Primary Source and Teachers as Scholars will be used to provide teachers with additional resources to assist their instruction. Grade level "Design Teams" have also been organized to support teachers with collaborative educational experiences that will make learning more exciting and profitable for students.

Marshall Simonds "the school in the middle" will continue to address both the academic and developmental needs of the adolescents in a student-centered environment.

Respectfully submitted,

Richard J. Connors
Principal

FOX HILL SCHOOL

Fox Hill School welcomed the following new staff members in 2001: George Norman, fifth grade teacher; Shirley Osborne, kindergarten instructional assistant; Cara Arrigo and Amanda Hird, permanent substitutes; and Kai Kleinglass, speech and language assistant.

In June 2001, the Fox Hill School community proudly dedicated the Fox Hill School stage and an outdoor seating area to the memory of Marie Yassemedis, a talented and beloved teacher in the Burlington Public Schools for over 25 years.

The Fox Hill School staff is commended for its courage, patience, and sensitivity in response to the tragic events of September 11, 2001. The reassurance, consistency, and strength they displayed during the aftermath of these events were extremely beneficial in meeting the needs of Fox Hill School children during that time.

The Fox Hill School Council, comprised of teachers, parents, and community members met monthly in 2001 to identify needs and establish school goals, review the school budget, and create action plans for school improvement. The 2001 Fox Hill School Improvement Plan focussed on increased tutorial services and after school academic support, completion of maintenance projects, and the support of technology initiatives.

Educational priorities for 2001 included: implementation of Guided Reading Programs at all grade levels; the establishment of a Guided Reading Resource Room; implementation of the Junior Great Books Literature Program in upper grades; and work with mathematics and writing consultants to align curriculum with Massachusetts State Standards.

Parents and children in the Fox Hill School community are to be commended for their efforts in contributing to many worthwhile charitable organizations in 2001. Their generosity was responsible for significant contributions to the Leukemia and Lymphoma Society, the American Red Cross, People Helping People, Project Assist, Boston Community Schools, Coats for Kids, Project Bread, and the United Way.

The Fox Hill School Parent Teacher Organization deserves special recognition for the time, energy, caring, and support they have devoted to Fox Hill School. The outstanding cultural and educational enrichment programs they sponsor, the generous gifts they donate, and the successful family activities they organize are most significant and valuable assets to our school.

Fox Hill School continues to make a strong commitment to the thorough implementation of the Burlington Public Schools Mission Statement and the Fox Hill Code, in an atmosphere of encouragement and respect.

Respectfully submitted,

Richard J. Benowitz
Principal

FRANCIS WYMAN SCHOOL

The year 2001 was an eventful year at the Francis Wyman School. Several physical changes took place this year. The paved playground was totally fenced in and gated. The exterior of the building was beautifully maintained by the P.T.O. and all of the exterior lighting was improved.

The Francis Wyman School Council comprised of teachers, parents, and community members met monthly in 2001 to identify needs and establish school goals for the year. This year, we continue to focus on "The Joy of Reading". The highlight of the program was a scavenger hunt that the entire school participated in.

This year's "Artist in Residence" Giles LaRoche, a noted artist and illustrator, spent several days at the school working with the students. Mr. LaRoche also made a presentation at our "Arts Night".

Our educational priorities remain constant during the year 2001. We focussed on continued development of the Collins Writing Program. We worked on Leveling Books and, with the help of our Math Specialist, worked on improving delivery techniques in math.

As in every year, the P.T.O. played an important roll in the success of the school. The P.T.O. provides help, support, encouragement, and finances to bring a wide variety of programs and opportunities to the school.

On a less happy note, Mrs. Eleanor McCarthy and Mrs. Elizabeth LeClair, both teachers with many years of dedicated service, decided to retire. Their contributions to our school community can never be replaced. They will be missed.

Respectfully submitted,

Paul A. Cabral, Principal
Francis Wyman School

MEMORIAL SCHOOL

Memorial School has made good progress since I last reported to you. During 2001, we continued to focus on the goals and objectives of our strategic plan, the *Memorial School Compact*, in the areas of building and grounds, curriculum and professional development, computers and technology, and parent and community relations. Some of our major accomplishments and highlights were:

- A draft safety and security plan with emphasis on prevention through preparation and practice.
- Student – classroom teacher ratio of 19:1.
- Average daily attendance rate (2000 – 2001) of 95.9 percent.
- Top ten percent of elementary schools statewide as measured by the 2001 fourth grade MCAS results.
- Several new reading/language arts programs supported by on-going training and required materials and supplies.
- Additional literacy activities designed to promote reading and writing.
- Outside funding to hire a reading teacher and develop a literacy plan.
- Emphasis on improving mathematics performance and achievement.
- Excellent staff participation on district and state committees and focus groups.
- Attention to computers and technology as a teaching, learning, and communication tool.
- Additional computers/technology through grants, donations, and local funding.
- More extracurricular activities and events for students, their families, faculty and staff, and volunteers.
- Several capital improvements including classroom renovations, a new ventilation system, additional landscaping, and new playgrounds.
- A comprehensive parent/guardian survey that resulted in recommendations to increase parent involvement and improve parent awareness.

I would like to thank the Memorial School faculty and staff, our parents/guardians, and friends. Additionally, I would like to especially thank the following: the PTO and School Council; the School Committee, Dr. Conners and his administration; and, most important, the girls and boys of Memorial School. These people work very hard to make sure our school is a safe, pleasant, and interesting place to teach and learn. I appreciate their efforts and support.

Respectfully submitted,

Robert Teel
Principal

PINE GLEN SCHOOL

The Pine Glen School completed another successful year of teaching and learning. One of our veteran teachers, Mrs. Elaine Sheehan, retired after serving the children of Burlington for many successful years. We wish her the very best in her retirement years.

Our school continues to align the curriculum to meet the requirements of MCAS testing expectations. We are all working very hard to do our very best in this endeavor. Our teachers are using the best materials available and are attending numerous workshops to be on the cutting edge of expectations. Our test scores continue to improve each year.

School repairs and beautification continue to be important. A beautification committee led by parents, works on a regular basis to clean the school grounds and plant flowers and bushes to keep the school grounds looking good. Our new playground became a reality this year and is very popular with the children. We are very thankful for all of the hard work and community support that made this project a success.

A new venture has been undertaken this year by several parents. A renovation of the courtyard next to one of our kindergartens, featuring a "buy-a-brick" campaign, is underway. This courtyard is in dire need of repair and this beautification project will be a wonderful accomplishment when it is completed. Special thanks to Mrs. Sonia Rollins and Mr. Michael Pasciuto for providing leadership to this campaign.

Our P.T.O. continues to be a great source of fortitude for our school. The P.T.O. is always there to help us fund a new project or to continue to assist us with on-going programs. We are very fortunate to have such wonderful parents at Pine Glen.

Respectfully submitted,

Stephen E. Preston, Jr.
Principal

THE BURLINGTON SCIENCE CENTER

The Science Center continued its efforts in supporting the Elementary Science Curriculum and State Frameworks through the design of new materials and ideas, and presenting these ideas and materials to teachers. Some of the methods used to create an exciting Science Program this year were:

- This year's Large Auditorium Program was entitled **Amazing Science**. One of the unbelievable Science Demonstrations included "The Bed of Nails" on which each Elementary Principal helped demonstrate how their weight could be evenly distributed over a surface of 1000 sharp nails. Another mind boggling demonstration featured the Science Center's newly constructed high power Tesla Coil that showed students how electricity can be broadcast into the air.



Ms. Pavlicek and Mr. Cabral demonstrate "The Bed of Nails," as part of Amazing Science.

- The Science Center was the proud recipient of an extensive collection of Mounted Animals from the Scott Family in Braintree, MA. The donation included a Bengal Tiger, and male and female Lion and Kodiak Bear, just to name a few. The value of the donation exceeded \$35,000. All of the cat mounts will be featured in this year's Traveling Lobby display entitled *The Science of Cats*.
- The following new live animals were also donated to the Science Center: an African Gray Parrot, a Red-tail Hawk, and a Screech Owl.
- An Exhibit on Animal Skulls visited each Elementary Building.
- The Science Center staff focused on Standards Based Education by carefully re-aligning the curriculum concepts with the newly revised State Frameworks document. A group of elementary teachers developed assessment tools to support the curriculum standards during the summer of 2001.

- As in the past, all 1st graders had the opportunity to collect tide-pool animals at Marblehead Neck. All of the 3rd graders visited the Burlington Reservoir for a trip focusing on habitats.
- Some of the exciting classroom presentations included: chick hatching, cocoon hatching, tulip and squid dissection, static and current electricity, sound, animal coverings, magnetism, animal behavior, and super-fish.
- A new Beaver Program was developed by Ms. Pavlicek which utilized the beaver lodges that were constructed in the Burlington High School wetland area.

Respectfully submitted,

John Papadonis and Wendy Pavlicek
Burlington Science Center

COMPUTER APPLICATIONS/MEDIA DEPARTMENT

The computer and media staff have had the opportunity to assist teachers and students in using technology and library media services to enhance learning. This year, the Sun Grant has allowed all elementary and high school staff to have the opportunity to use new equipment and software to support learning. A newly installed Music Computer lab supports online and digital electronic creation of music and publishing and sharing music with other school districts. Students will also be exploring film scoring as an advanced computer-based program. A new wireless computer lab for high school social studies has been activated to provide social studies teachers with additional curriculum support for their classes. Additional wireless computers are being placed in the library to allow students the use of technology for research and work preparations within the whole library area.

The entire district is wired for internet access and all classrooms (K-12) have access to the internet with current computer technology. The elementary computer labs have been replaced and all computer labs are equipped with the same equipment and capacity. The school department has completed its first five-year plan and is looking forward to continuing its technology planning for the next three to five years. The district has applied for and received several competitive state and federal grants to support the use of technology in the classrooms. The computer technical staff has improved the network infrastructure and added servers at

all levels to improve information transferring capacity as well as internet access speed. The staff users of technology are using student folders to share and respond to student work at the elementary and middle school levels.

A major accomplishment this year has been the creation of a district-wide PBX phone service that placed a telephone in every classroom and updated phone service in all existing phone locations in the schools as part of a town-wide initiative to improve phone service and provide voice mail and other advanced phone service in all town facilities.

In the area of media services, the district has increased expenditures to provide additional printing and audiovisual materials for staff and students. Updated programs in media literacy and poetry have supported the implementation of the various curriculum frameworks at all levels and in all disciplines. The updating of audiovisual equipment has been accelerated to better serve staff and students as they use new technologies for presentations and reports.

The computer and media department staff extend a heartfelt thank you to the townspeople for their support of these vital services for staff and students alike.

Respectfully submitted,

Arthur Fallon, Coordinator
Computer Applications/ Media

MUSIC DEPARTMENT

One change occurred in the music staff during the '2001' school year. MSMS choral director Debra Fobelle left and Donna O'Neill has filled the position.

As usual, 2001 was filled with musical performances at all grade levels. Young performers from the Francis Wyman School presented concerts on March 28 and 29, and December 13, under the direction of Jack Butler and Kerry Gendron. At the Memorial School, music teacher Beth Mosier led her students in performances on May 9, and December 13. At the Fox Hill School, Jeanne Coroniti directed concerts on May 8, and December 12. Elementary instrumental instructors Kerry Gendron and Mark Napierkowski directed bands at all elementary school performances.

Students at the middle school were featured in concerts on January 31, and May 1. Throughout the year, young musicians made their presence felt at many other M.S.M.S. activities such as scholars' brunches, team assemblies, and

the annual Vaudeville Show. Clarinetist Mark Shvartsman earned membership in the Northeast Junior District Band. A band awards banquet was held on May 7, to celebrate the achievements of all M.S.M.S. instrumentalists.

The B.H.S. Band under the direction of Matthew Lovell enjoyed a full performance schedule during 2001. The year began with a recruitment concert for M.S.M.S. eighth graders on January 25. The B.H.S. Band performed at evening concerts on March 14, May 10, and December 12. The band also participated in the Memorial, Halloween, and Veteran's Day parades, the Salem High School Invitational Band Show, school assemblies, pep rallies, and the June graduation ceremony.

This fall, the music theory lab was refurbished with new equipment. Jamie Goldstein, Josh Rose, and Laura Walendziewicz were recognized for compositional excellence at the U Mass Lowell MENC Youth Composition Festival. The Theory I, II, and III classes produced their fifth annual compact disk, "Theory is Life".

B.H.S. choral groups under the direction of John Middleton performed in concerts on March 14, May 10, May 29, and December 12. Chorus members Kristin Crosby and Anna Deliyannis were chosen to perform with the Northeast District Chorus. Amanda Potts was chosen for the Northeast Junior District Chorus. The chorus students played major roles in this year's musical, "Damn Yankees". On June 7 an awards banquet was held to recognize the accomplishments of all band and chorus members.

The music department wishes to thank the community for its continued support of our programs.

Respectfully submitted,

Stephen Correia
Music Coordinator

ATHLETIC DEPARTMENT

The Burlington Athletic Department has had another successful year because of its wide variety of athletic programs and its ever increasing number of student athletes. The programs receive great support from the student body, the community, and the school administration. This year, our new High School Principal Linda Hayes has added her enthusiasm, evident at this year's fall pep rally.

The Second Annual Burlington High School Athletic Hall of Fame Induction was held on October 4th, 2001 and was another great success. The list of inductees included Benefactors, Richard Verzone and James Curtin. The athletes included the 1971 Girl's Gymnastic Team and individual athletes: Jim Caputo, Larry Carey, James Farley, Sharon Coughlin, Mary Lou McGonagle, Bart Maroney, Patty Partridge, Peter Smith, Judy Snelly, and Dan Yeardon. The inductees were honored at the Four Points Barcello Hotel in Burlington.

This year, the Winter Sports programs had another encouraging year. The Boy's Basketball program welcomed new coach Nick Pappas. The team was lead by Senior Captains Adam Jenkins, Matt Murphy, and Dan Carderelli, with the transition going smoothly, finishing 6 and 12. The Girl's Basketball Team was lead by Stephanie Lahey, and they finished 8 and 12. The Boy's Hockey Team went to the tournament, losing a heart breaker in the third overtime of play. They were lead by Senior Captains Joe Gordon and Chad Langley, and finished 11, 6 and 4. The Girl's Hockey Team had a successful second year as a Varsity program, lead by Katie Reardon and Molly Eggleston, finishing 3, 15 and 2. Melissa Rizzo was named as an All Star North. The Boy's Gymnastic Team lead by Jourdan Marino, finished a strong 5 and 2 season coming in third overall at the State Tournament. The Girl's Gymnastic Team, lead by Stephanie Strati finished with a record of 3 and 4. The Boy's Track Team led by Billy King, Jarod White, and Dana Jennings finished 3 and 6. Billy King was named League All Star in the 300 meter and Matt McPherson was named League All Star in the shot put. Senior Captains, Danielle Joyce, Stephanie Howlett, and Maurine Thibault led the Girl's Track team, finishing 4 and 5. Captain Johnathan Weiner led the Boy's Swim Team to a 2 and 5 record. The Wrestling Team, led by Senior Captains Ed Gillis, Radu Brestyan, and Tony DeLuca, had a very successful season, ending with a record of 11 and 7. All three captains were named League All Stars. Radu Brestyan and Mike Atlas were named Division 2 North Sectional and State Champions, with Radu winning the All State 145-pound weight class.

The Athletic Department's Spring program included the Boy's Baseball Team, this year led by Senior Captains Tim Read and Anthony Santullo, finishing with a record of 4 and 14. League All Stars included Jim Clement, Anthony Santullo, and Tim Read. Softball had another outstanding season with a record of 14 and 6, which qualified them for the tournament. They lost in the second round. League All

Stars included Stephanie Lahey, Melissa Hanafin, Kristin Mahoney, Jackie Riley, and Dawn Miller. The girls were lead by Stephanie Lahey and Stephanie Strati. Lacrosse had an even season, going 10 and 10, making it to the tournament and losing to Tyngsboro in the first round. The boys were lead by Joe Gordon and Eric Imlach. Boy's Tennis had a great season lead by Captain Chris Pugliese. They finished 11 and 9, which qualified them for 2 tournament matches. Girl's Tennis was lead by Kara Tintle and Erica Wong and finished with a record of 7 and 11. Boy's Track finished 4 and 5 lead by Captains Billy King, Jarod White, Dana Jennings, and Brian Hooper. Billy King was named League All Star in the 200 meter. He was also the Lowell Sun 200 meter All Star and State Class B 200 meter champion. Senior Captains Stephanie Howlett, Danielle Joyce, Shara Hegde, Maurine Thibault, and Cindy Moy led the Girl's Track Team, finishing 5 and 4. League All Stars included Danielle Joyce for the 300 hurdle, Stephanie Howlett for discus, Jessica Catanese in the javelin, Amy Alexander in the long and triple jump and Jaclyn Bent in the 100 meter. State Class B Champions include Stephanie Howlett for the discus, Danielle Joyce came in second in the 300 hurdles, and Jessica Catanese came in second in the javelin.

The Fall Sports program started with the Football Team's 6, 4 and 1 record, lead by Captains Billy King, Matt McPherson, and Kevin McDonough. League All Stars included Matt McPherson, Kevin McDonough, and Sage Costa. The Boy's Soccer Team, lead by Senior Captains Chris DiDonato, Mark Tikonoff, and Ian Vigneau had a transitional season with their new coach Rich Baczewski, finishing 3, 10 and 5. League All Stars included Chris Catatao and Chris DiDonato. The Girl's Soccer Team, lead by Stephanie Mason, Nicole LaBombard, and Kara Diggins finished with an 11, 7 and 1 record, qualifying them for the tournament and losing in the first round. The Golf Team was lead by John Martin and Colleen Walsh, finished 2, 6 and 1. Colleen qualified for the State Tournament. Boy's Cross-Country, lead by Paul Nichols, finished 2 and 7 and the Girl's, led by Laura Caplan, finished 1 and 8. Girl's Swimming and Diving finished 4 and 6 led by Captains Amy Alexander, Stephanie Flynn, and Christine Franey. Field Hockey finished 0, 17 and 1, led by Andrea Ippolito, Amy Dotson, and Meghan Doyle. The Competition Cheering Squad also had a great season finishing first in the Middlesex League Division II Competition. The Athletic Department would like to congratulate all the athletes.

The Athletic Department would like to recognize three individuals for contributing over and above to the athletic program. Boy's Gymnastics Coach Rick Hayes doubles as the Equipment Manager for all sports, doing a great job with the uniforms and equipment for all varsity and sub-varsity programs. Lynda Bannon and Amy Doughty, the athletic trainers, are a valuable asset to the program, caring for our injured athletes while keeping safety a priority on all fields of play.

Respectfully submitted

Edward L. Gillis
Athletic Director

SUPERVISOR OF ATTENDANCE

The function of the Supervisor of Attendance is the enforcement of the Department of Education regulations pursuant to compulsory school attendance. Children between the ages of 6 and 16 years are required to be enrolled in a public, private, or school committee approved home-schooled program. Daily attendance is monitored. Telephone contact is made with the home when notification of absence by the parent has not occurred. Habitual tardiness and absenteeism result in further intervention by the administration and appropriate action is taken. Parents are encouraged to help their children maintain regular and timely attendance so necessary for the achievement of academic success.

Students between the ages of 14 and 18 years seeking part time employment may obtain employment permits from the Office of Pupil Services. Permits are issued specifically for the work positions stated on the certificate. When a student seeks another position, a new permit must be obtained. It is the responsibility of the Supervisor of Attendance to maintain records pursuant to student employment. The Department of Labor and Industries publishes a booklet providing information relative to child labor laws affecting student employment. Copies of these booklets are available to students in the Office of Pupil Services.

The Burlington School System participates in the National School Lunch Program. Eligibility for the program is determined by income guidelines published by the Federal Government. Any student attending grades K-12 may make application for free or reduced priced meals.

These applications are available at the schools. Applications are accepted and processed at anytime during the school year.

The Department of Education requests that Spring and Fall Statistical Reports be filed each year. It is the responsibility of the Supervisor of Attendance to coordinate the filing of these reports which incorporate data relative to student enrollment. It is further the responsibility of the Supervisor of Attendance to perform other such duties related to school age children that may be requested by the school administration.

Respectfully submitted,

Monica J. Curtin
Supervisor of Attendance

SCHOOL NURSE

The School Nurses continued to meet the challenges, maintain the high level of competence and provide skilled nursing care to the children in Burlington Schools. Each school employs a full time registered nurse, and we practice in accordance with the Board of Registration in Nursing and Massachusetts Department of Public Health guidelines. Basic school health services typically include health assessments (both population based and individual), care of children with special health care needs, administration of medication, emergency care, health education, and management of communicable diseases.

The following is a summary of the services that were provided during the school year:

Health room visits by students:	48,142
Health room visits by staff:	1,214
Student dismissals:	1,425
Health counseling and education provided to parents and students:	4,547
Medication administration:	14,786
Individual Health Care Plans implemented:	27

Screening for health problems, specifically hearing, vision, height, and weight were conducted for all children in kindergarten through grade twelve. This is an important component of our school health program, and designed to detect previously unrecognized conditions or illness as early as possible in order to provide early intervention and limit potential disability. Children in grades five through

nine were screened for scoliosis. The following were referrals for further evaluation:

Hearing :	84
Vision:	101
Scoliosis:	7

The Hepatitis B vaccine was administered to 157 children at the Marshall Simonds Middle School. Special thanks to Judy Baggs, Public Health Nurse, and Mr. Connors and Mrs. Abati for their assistance to this successful program. We will continue to offer this clinic in the 2001 school year.

Puberty, hygiene, hand washing, head lice prevention and Healthy Heart were taught as classroom lessons.

As always, we thank the Administration and School Committee for their recognition and words of appreciation on School Nurses Day. We look forward to another school year and the opportunity to serve the students, parents and administration with expert nursing care.

Respectfully submitted,

Paula A. Hayes, RN, MSN
Supervisor of School Nurses

SCHOOL PHYSICIAN

All the regular and sport physicals for the high school have been completed. The physicals for the middle and elementary schools will take place, as usual, in the spring.

All the students have been courteous and orderly during these physicals and I thank them for this. My thanks go to all the nurses for organizing and coordinating these student physicals so that this difficult task can go smoothly and efficiently.

My congratulations to the football team and their coaches for another great year of football. The tradition continues with their fourth winning season in a row. My appreciation goes to the trainers for their assistance during the home games.

As always, my gratitude goes to the school department.

Respectfully submitted,

Gary L. Goldfarb, M.D., F.A.A.P.
School Physician

BUILDINGS & GROUNDS

The major focus of the Buildings & Grounds Department for this year was the replacement of the athletic track at Varsity Field. With the support of the Ways and Means Committee and Town Meeting Members at the May 2000 Town Meeting construction was started in late June and completed by late October. The existing surface was removed and replaced with new underlayment and a new urethane track surface. Other improvements at Burlington High School consisted of the refurbishment of two bathrooms located near the café and installation of a new sound system in the auditorium. Through a generous donation by the Burlington Police Patrolman's Association, a new trophy case was installed in the lobby of the Athletic area.

The LABBB Collaborative improved Lower B Area with new ceiling tiles and a refurbished kitchen area. Numerous classrooms and corridors were painted during the summer recess utilizing the Middlesex County House of Correction Community Outreach Program.

Other schools within the system also saw improvements during the past year. Carpet, donated by the Oracle Corporation, was installed in various rooms at the Marshall Simonds, Pine Glen and Fox Hill Schools. The Pine Glen School had all exterior classroom doors and hardware replaced and paddle fans were installed in all classrooms thanks to the Pine Glen Parent Teachers Organization (PTO). New student cubbies were installed in the primary grade wing of the Memorial School and new bookcases were installed in the Francis Wyman School Library.

The Buildings and Grounds Department had one retirement during the past year. Jim Dion retired after twenty-five years of dedicated service to the School Department. His smile and sense of humor will be missed by all who dealt with Jim on a daily basis.

The Burlington School Department buildings continue to see significant improvements through the support of the School Committee, Ways & Means, Capital Budget, Town Meeting Members and numerous Parent Teachers Organizations. The students and staff can continue to look forward to a safe and clean educational environment. The Buildings and Grounds personnel thank those involved for their past and future support in our effort to make the Burlington School Department a showcase for all users.

Respectfully submitted,

Craig Robinson, Director

HIGH SCHOOL LIBRARY

The Joan F. Miles Library was open from 7:15 a.m. to 2:15 p.m. each school day. Staffed by one media specialist and two instructional assistants, the program served a building population of approximately 1000. In 2001, there were more than 30,700 student and staff uses of the library and 597 classes were helped with research projects and information literacy skills. Early morning usage of the library increased to an average of 21 patrons using the facility before homeroom for word-processing, Internet access and to check out materials.

The library joined the Northeast Massachusetts Regional Library System (NMRLS). This expanded student and staff access to a variety of electronic databases, interlibrary loan and regional reference center services. The most popular databases with students proved to be the Boston Globe online, the Electric Library collection and SIRSDiscoverer. The other NMRLS information resources, to which the library connected students and staff, are listed at <http://www.referenceoncall.org>. Additional membership benefits include continuing education programs and discounts on supplies, materials and supplementary services.

A strong focus for the year was the development of the library collection to align with the ELA Curriculum Framework. More than 900 resources were professionally selected to support and enrich the English program. The non-print collection was increased in all subject areas. The video collection alone grew by more than 63%; from 657 titles in June 2001 to 1040 titles by December 2001. The library received a Primary Source grant and funds from a MSLMA School Administrator Award. Both sources of funds were used to purchase Asian Studies resources, with an emphasis on China. Mrs. Rielly competently handled the extra ordering and processing work involved in these collection improvements.

Circulation statistics soared when the high school library catalog became web-accessible at <http://www.burlington.mec.edu/hs/library>. This year, electronic access links were connected to catalog records to further integrate it with the Internet. To facilitate World History students' access to historical fiction, subject headings were clarified and strengthened. The library continued to maintain its webpage and manage the BHS Summer Reading Program.

Library staff took advantage of many professional development opportunities. Mrs. Field took a YA literature course online, participated in a Chinese literature book discussion group, and attended NMRLS workshops on interlibrary loan and WorldCat. A professional development highlight for Mrs. Hallisey was participation, as part of a Burlington Public School team, in a two-week summer Primary Source course on the rise of modern China. She served on the BPS English Language Arts Curriculum, Technology Professional Development, and Grants Committees. Mrs. Hallisey also taught two Internet professional development courses and facilitated a book discussion group for staff. On the state and national level, she was appointed to the Executive Board of the MA School Library Media Association, presented at the November American Association of School Librarians (AASL) Conference in Indianapolis and chaired an AASL Awards Committee.

Respectfully submitted,

Margaret A. Hallisey
High School Library Media Specialist

SHAWSHEEN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

The Shawsheen Valley Technical High School District is pleased to submit its 2001 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the Towns of Burlington and Wilmington, we celebrated our 32nd anniversary offering quality vocational technical education to area youth and residents.

The District is governed by a ten-member, elected School Committee empowered by the Massachusetts General Laws and by a Regional Agreement among the five member towns.

Elected representatives of the Regional School Committee include: Mark Trifiro and Don Drouin from Bedford; Kenneth L. Buffum, Vice Chairman, and Bernard F. Hoar, Treasurer, from Billerica; John P. Miller, Chairman, and Alfred Verrier from Burlington; J. Peter Downing and Patricia W. Meuse from Tewksbury; and James M. Gillis, Secretary, and Robert G. Peterson from Wilmington.

Charles Lyons is Superintendent/Director of the District and has served in that capacity since 1987.

Shawsheen Valley Technical High School is one of twenty-six regional vocational technical school districts in Massachusetts. Eleven hundred and seventy-two high school students were enrolled in Shawsheen Tech's day school programs in October of 2001. Over eight hundred adults also take classes in Shawsheen Tech's varied adult and continuing-education courses.

The high school graduating class of 2001 numbered two hundred forty-four seniors. Sixty-seven percent of these graduates secured employment immediately after graduation in their chosen profession; twenty-four percent opted to pursue further education in post-secondary institutions; and two percent joined the armed services. The placement statistics for this class are among the highest of the twenty-six other regional vocational technical schools located in the Commonwealth.

Superior Accreditation Report Received from NEASC

In November of 2001, the district received a Fifth-Year Focused Visit from the New England Association of Schools and Colleges Commission on Technical and Career Schools. The Commission awarded Shawsheen Valley Technical High School continued accreditation —noting, during its deliberations, the following commendations:

1. The school completed action on 85% of the decennial review recommendations made by the Commission.
2. The administration of the school leads its steadfast support to a broad level of school improvement activities.
3. Renovations have been completed in the science laboratory areas of the facility.
4. A wellness center has been completed.
5. The school prepared an extensive and very well done focused visit report. In addition, the preparations for the visit were impressive. The quality of the self-report is usually an indication of the quality of the instruction. In this case, the quality indicator proved to be correct.
6. There is a strong, positive relationship between the school and the community. The fact is demonstrated by the degree of involvement between the two and

the quality of resources offered to the students.

7. There is a positive school climate highlighted by a caring and dedicated staff, a motivated student body and competent leadership.
8. Students demonstrate courteous and disciplined behavior: a credit to themselves, faculty and administrative staff who have created a culture in which such behavior is expected and rewarded.

The Commission agreed with its focused visiting committee and made recommendations:

1. We urge the school to continue its pro-active position on building repair, maintenance, rehabilitation, and expansion. An educational technology plan should be developed which addresses the maintenance and replacement of equipment required to meet curriculum objectives.
2. The school has developed strategies, in part to improve their students' performance on MCAS tests. Although we acknowledge the good intentions of the school in this regard, we urge that the school be attentive to the integrity of its own curriculum and proceed with care so as not to negatively impact the integrity of its curriculum to satisfy the demands of a high-risk test that is not appropriately designed to measure the achievements of vocational/technical school students. The visiting committee found no inherent defects in the school's curriculum, which has been designed thoughtfully to suit the vocational/technical mission of the school.

The recommendations received from the visiting committee were implemented immediately. During 2001, member towns supported both a \$1.8 million bond issue to replace all aging doors, windows, and other exterior improvements needed at the school. In addition, the towns continued their support of Shawsheen Tech's annual capital budget, replacing equipment and continuing system rehabilitation in a thoughtful and well planned manner.

Although Shawsheen Tech continues to assess individual learning progress internally through the administration of standardized testing, final examinations, and performance assessments, the district rejects the notion that one high-risk test effectively measures the student growth that is observed in response to rigorous academic and (especially) technical curricula. Advocating for both state and national assessments that will recognize student attain-

ment of occupational knowledge and skills, members of the school leadership team are actively engaged in the creation of occupational-proficiency and occupational-mastery standards that will provide evidence of learning progress and the graduation eligibility for students enrolled in vocational technical schools.

Admissions

Three hundred and twenty out of four hundred ninth-grade applicants entered Shawsheen Tech last fall as inquisitive learners. Interest in attending Shawsheen Tech is so high that the school found it necessary to establish a waiting list of students for a second consecutive year. Over 500 applicants are expected for consideration in 2002.

Upon entering Shawsheen, students spend every other week experiencing and exploring fourteen different vocational/technical occupations. With nineteen different programs to select from, parents and students are entitled to select eight of the fourteen areas they are scheduled to explore. Students spend alternate weeks in academic classes. All students at Shawsheen Valley Technical High School participate in challenging academic and vocational technical course work appropriate for future aspirations. The career preparatory focus of Shawsheen's educational program includes college preparatory course work.

By April of their freshmen year, students select a vocational/technical profession in which they will major for the next three and a quarter years. Those who select Plumbing or Electrical will earn at least fifteen hundred-hours towards their requirement for a journeyman's license after graduating from high school. Those who select Cosmetology will acquire the thousand-hour trade experience needed to take the state examination. Program offerings range from Health Careers to Electronics; from Telecommunications to Culinary Arts; and from Graphic Arts to Welding. The public is invited to contact the Guidance Department at 978-671-3613 for a catalog of Shawsheen's diverse program offerings.

Cooperative Education Program

By the fall of their senior year, many students begin initial employment as either apprentices or co-op interns with local companies during their vocational/technical week. In December of 2001, one hundred and forty-seven juniors were enrolled in the Cooperation Education Partnership, gaining valuable experiences with area companies and

employers. Over three hundred area businesspersons serve on Shawsheen Tech's Craft Advisory Committees — ensuring that our curriculum, content, and technology are up-to-date. The local businesspersons meet twice each year with Shawsheen Tech administrators and are among the first to hire graduates from programs in whose development they actively served as consultants.

Shawsheen Tech has articulation agreements with eleven area colleges, all of whom grant students college credit for the work that they complete during high school. Known as the "Tech Prep" program, this unique approach further develops career paths for high school students, maximizes student interest to obtain advanced degrees in emerging technical areas, and assures students a career educational path that is both relevant and rewarding. Industry leaders and educational professionals throughout the United States have applauded and emulated Shawsheen Tech's "Tech Prep" program.

Shawsheen Tech expanded its partnership with area institutions in 2000 continuing a dual enrollment program with Middlesex Community College. Underwritten by the Department of Education, this program allows students to receive both high school and college credit for after school courses taken at Middlesex Community College in Bedford, MA. Twenty upper class students have taken foreign language courses at Middlesex Community College.

Student Athletics and Other Activities

During the 2000-2001 academic year, over 350 students participated in interscholastic athletics capturing Commonwealth Conference Championships in ice hockey, swimming, cheerleading for football and basketball. The spring track team won the Freshman-Sophomore League Championship meet. The boys' soccer, girls' basketball, ice hockey, baseball and softball teams qualified for state tournament play.

The softball team won the Division III eastern Massachusetts North Title as well as the State Vocational Championship. The baseball and wrestling teams also qualified for state vocational tournaments.

On an individual basis, Mike Stubbs and Coach Al Costabile were selected to the Boston Globe All-Scholastic Football Team as player and coach respectively. Ron Nowakowski was chosen as Massachusetts Athletic Director of the year in District A.

Shawsheen Tech students participate in a wide variety of extra curricular activities, such as the National Honor Society, the School Yearbook, the Student Newspaper, the World Wide Web Club, Peer Leaders and the Student Council. Skills USA VICA, represents the largest population of student involvement at Shawsheen Tech. Skills USA VICA is a co-curricular activity, providing opportunities for students to showcase their vocational technical skills at local, state, national and international competitions. Ten students participated in the national competition in Kansas City in late June of 2001. Ms. Stephanie Lazott of Billerica, Massachusetts, was elected Vice-President of the Massachusetts VICA for the 2001-2002 school year.

Professional Development is a year-round program at Shawsheen Tech. The staff is surveyed every February for input on school needs. The Professional Development Committee meets to design a one-year plan for the School Committee's approval in April of each school year. During the past three years, Shawsheen Tech held a four-day Summer Institute Training Program. Over eighty teachers participated each summer.

Shawsheen Tech is the only high school in the area offering students' dances on a regular basis. Through the Dean's of Students office, the school recognized over six hundred students and their families last year in our Citizenship Banquet Program. The school sponsors a ninth- and tenth- grade parent social at the Elks' Club in Billerica at the beginning of the school year, and this year held its tenth annual all-night senior party at the school following senior graduation in June.

Special Activities in 2001

1. As part of ongoing efforts to support male and female students in non-traditional careers, Shawsheen Tech. students participated in a workshop conducted by Lynn Donahue, an author and recognized expert in the field of non-traditional careers. Shawsheen Tech has a long history of providing opportunities for students to explore and enter fields that are considered non-traditional in terms of gender.
2. As part of its outreach program, the Student Council raised over \$4,000 for the New York Relief Fund and an additional \$800 for Globe Santa.
3. Community organizations continued their generous support of Shawsheen Tech graduates with approximately \$24,000 in scholarship contributions.

Combined with school organizations and private contributions, seniors in the class of 2001 received almost \$50,000 in scholarship support. In addition, Shawsheen seniors qualified for a significant number of full and partial tuition scholarships from colleges.

4. Mr. Michael Sullivan was hired in October 2001 as the new Director of Computer Services. Mr. Sullivan started the original Computer Center back in 1975 and has worked in industry for the last 18 years. During the last quarter of the year, Mr. Sullivan evaluated and updated the network operations and initiated the search for a new Student Information System that will provide easier use for teachers and administrators with more up-to-date information and easy access for parents.
5. The Burlington Police Department DARE Officers and Shawsheen Valley Technical High School received a fifty thousand dollar grant from the Commonwealth of Massachusetts Executive Office of Public Safety Programs Division for the 2001-2002 school year. The funds are being applied in a Career Training Program for students from the Marshall Simonds Middle School in Burlington to attend Shawsheen Valley Technical High School. Ninety students will attend the program and be involved in Community projects for the food pantry and senior citizens. The program, which began in November 2001 and will continue through June 2002, teaches specific skills to students that they will apply in the spring of 2002 in community service at the senior citizens complex and food pantry collection boxes. Skill training is scheduled on Monday and Wednesday afternoons from 2:30 p.m. to 5:00 p.m. at Shawsheen Valley Technical High School.
6. Shawsheen Valley's Information Technology Instructors completed four semesters of Network Management Instruction the past two years and received CISCO Certification. Shawsheen students are being trained in Network design and management on CISCO equipment. They then go online to be tested through the CISCO Academy in California for their Certification in Network Management.
7. In November 2001, the school received a one million dollar grant from PTC in Needham, Massachusetts due to the leadership of Mr. Raymond Callahan and Mr. Andy Botticelli of Shawsheen's Drafting Department. The school received three hundred

licenses for Pro/DESKTOP, Engineering Design Software for students. This is the most advanced solid modeling three-dimensional design software available in the country. The district piloted the PTC Pro/DESKTOP software in a summer MCAS mathematics-training program with eighty-eight percent growth in the performance of the students. Combining computers and graphic design with math integrated into the solutions appeals to student's visual and applied learning experience.

8. The District entered into an agreement with the Town of Billerica and Habitat for Humanity of Greater Lowell, Inc. to construct a new affordable home in Billerica. All of the construction trades are involved including: carpentry; masonry; electrical; and plumbing. In the fall of 2001, the school began construction of a new 1400-foot house on 22 Glenside Avenue in Billerica with completion expected in May of 2002.
9. Shawsheen Valley Technical High School sophomores posted significant gains in both the English and math portions of the state MCAS exams administered in the spring of 2001. Students displayed significant improvement in scores while dramatically reducing the gap in performance between vocational-technical schools and comprehensive schools that had existed in prior MCAS tests. In English Language Arts, 79% of Shawsheen Tech sophomores earned passing scores (compared to just 51% the year before), while results from the math test saw a jump to 60% passing (up from 23% the year before). Shawsheen Tech relied on its strong vocational-technical programs to support and reinforce academic proficiencies and did not compromise this commitment. MCAS Help Sessions began on Saturday mornings beginning in November as part of a variety of MCAS help options that have been planned by the school. Ninety-one percent of Shawsheen Tech's regular education students passed the English test compared to 88% statewide (while posting a 73% success rate in math). Forty-six percent of Shawsheen Tech's special education population passed English on the first attempt – a noteworthy accomplishment since 27% (nearly twice the state average) of Shawsheen's Class of 2003 comprises students with disabilities.

Vocational/Technical Programs

Automotive: The automotive shop at Shawsheen Tech has moved efficiently and professionally into the rapidly paced information era. Lesson plans for job specific repairs are available to the teacher and the students, who are taught to obtain the most current diagnostic and repair data for every car they service. To this end, individuals access technical materials published by Alldata both on line (www.alldata.com) and on DVD format.

Accessing this information is a formidable task, since industry observers estimate that 500,000 pages of information will be added annually to the existing 2.5-million-page database. In response to this extraordinary proliferation of technical information, a proposal has been made to turn the automotive related theory classroom into a computer laboratory that will allow the students and staff in the entire Transportation Cluster to access the data critical for keeping pace with the industry. This will prepare our students for today and will prepare him for the emerging technological advances of the future.

Auto Body: Auto Body now has access to the computer system manuals, explained above, and students and staff access the information for car model specific information facilitating repair of vehicles. Besides servicing the vehicles brought to them, the staff and students refinished poles for the town of Billerica that will be placed in the Town Common. Many other jobs were accomplished for the school and surrounding towns, such as repair of the school vans, refinishing file cabinets for the school, and painting reflectors for the plows

Technical Illustration: The digital photography component of the curriculum benefited both students and faculty alike. The students gave a presentation of their skills at the Tech-Prep convention this year in Falmouth. Students also won a national award for their presentation on digital photography in the national competition in Kansas City in Skill USA. Presently the students are working on watercolor and ink paintings for a display on the Billerica Town Commons. A new teacher was recruited for this department, Ms. Betsy Lang, who hails from Nashoba Valley Technical High School and has a background in advertising campaigns and layouts.

Business Information Systems: The department under the direction of new Lead Teacher, Mr. Paul Smith, instituted a new program in which students were given the opportunity

to complete a supervised externship at area town facilities and businesses. The program was very successful as students were able to gain real and valuable office experience while showcasing their extensive office and computer skills. This practical experience was mutually beneficial to the students and employers as students gained confidence in their skills and employers saw first hand how skilled Shawsheen Tech business students are. Many students received co-op positions as a result of the externship. The employers/mentors were given an appreciation luncheon at the school at the end of the program. New staff member, Mr. Daniel Hirsch, has instituted a marketing program, to add to the curriculum, which will be offered as part of an "entrepreneur program" to students in the construction and other trades eager to receive information on starting their own business in the future. Dan has also been visiting other technical schools investigating methods of expanding the school store. He has outlined some exciting plans for the future, which include hosting a Christmas party for the homeless and a making a Christmas visit to the patients at Tewksbury State Hospital.

Internet: Mr. Alan Warren and Mr. Joseph Guarino, instructors in the Internet Technology Shop, successfully completed Phase 3 of the written and technical tests given by Cisco Systems. Students continue to benefit from participating in the program's three sections of instruction; Data Base, Internet, and Networking. Students successfully completed the examination for Cisco certification with the highest grades for high school students in the country. A ceremony honoring the students was held in the school auditorium with administration sharing in the celebration.

Culinary Arts: This shop is never idle. Students, under the direction of Lead Teacher, Ms. Meg Costello, are constantly busy creating culinary delights in the Guest Dining Room, which is open to the public four days a week with preference given to residents of the five towns. Four citizen banquets are given each to honor students' accomplishments in both shop and academics. Parents really enjoy these events and look on with pride when their children receive awards. A luncheon is planned monthly for local veterans organizations; luncheons for residents of local nursing homes and senior centers are also scheduled; and donations of holiday pies and pastries made to support local food pantries. A retail bakery is available to the public. Mr. Gary Levin participates every year at the weeklong Culinary Institute of America in New York City continuing education program in Baking. His creative breads are the

stuff of local legend; in fact, he was asked and performed an exhibition on bread making himself at the famous school. Frozen dinners and soups are also available at discount prices for seniors.

Cosmetology: Currently, a district-based program provides beauty services and lunch to senior clients from the sending communities. Mrs. Phyllis Mario and the senior students will be visiting senior citizen centers after the holidays to treat them to a "Day of Beauty". Mrs. Mario and three seniors from Billerica went on the Bernie Hoar Live TV Show to discuss opportunities available in the cosmetology program at Shawsheen Tech. In an attempt to reach out to the sending communities, Mrs. Mario will accompany the students to Bedford Middle School to visit seventh-grade girls, providing them with program information while treating them to manicures.

Carpentry: Students are actively involved in a partnership with Habitat for Humanity, the Town of Billerica, and Cisco Systems to build a home. As of December, the colonial house was enclosed and the students took advantage of the great fall weather to complete their work. Students have also participated in the redesign the carpentry shop. A workstation for teachers and expanded work area for projects have been completed. The staff was pleased to welcome Mr. Skip Ciccarella as a new member of the talented staff.

Plumbing: Students installed the plumbing and heating in the Billerica house being built for Habitat for Humanity. They also are involved with installation of the plumbing for the new field house at Shawsheen and remodeling the handicapped bathroom. This year, the shop also completed the installation of a compressed air system in Automotive along with the installation of a commercial water heater and a system to replace acid wastes in the Health Department.

Masonry: The masonry department has drawn a significantly increased number of new students, most likely in response to the enthusiasm of the masonry instructional staff. They created a showcase of masonry skills at this year's Open House featuring a garden with a fountain and graceful arbor. They also completed several projects at the school including a brick patio utilizing 14,000 brick pavers and a 2500 concrete block field house. In the community they helped renovate existing facilities in the barns and corals at Tewksbury State Hospital to house horses that were donated to the therapy program for mentally retarded children.

Electrical: The shop is being redesigned to allow more stations for students. The students are installing the electrical outlets and fiber optic lines in the Billerica Habitat for Humanity house project. The department welcomed a new staff member, Mr. John Bagni, who comes from a family of electricians and who will be assigned the freshmen exploratory program.

Air Conditioning And Heating Department: The staff and students have completed several major projects at Shawsheen resulting in a major saving to the school of about \$10,000. The first major project involved an air purification system in the Metal Fabrication Shop that was completed before Christmas. The second project involved the installation of an air purification system in the new science laboratories. It was impressive to watch the students take on these extensive projects and do such an outstanding job.

Drafting: The curriculum was modified to include solid modeling. A 300-seat site software license, valued over one million dollars, was donated to the school by Pro Desk Top. This allows our instructors and students to design on state-of-the-art equipment not usually available to high schools. Nine new computers were added to the shop, increasing the number of computer stations to 29. Students also designed the prints for the new storage building on campus as well as for the new field house. Students and staff from Drafting collaborated with students and staff from Masonry to develop a concept model for the Open House garden/fountain/arbor project. New plans were also drawn up and submitted for a shop modernization plan for 2002.

Metal Fabrication: Major renovations to the shop were completed this year. A new ventilation system was installed and the ceiling was cleaned and painted during Christmas Break. Instructors Mr. John Fusco and Mr. Dennis Solomon passed the test given by NATEF and became nationally certified in their areas of expertise.

Electronics: A new teacher, Mr. John Lang, has been added to the staff to replace Mr. George Vetter who retired last year. John is A+ certified and brings a wealth of experience to the shop. John worked for years at Raytheon and hails from Northeast Regional Technical High School. The shop recently obtained Surface Mount Equipment and new Multisystem software for schematic capture and analog/digital simulation. The staff is beginning to integrate the essentials of computer repair into the curriculum, and a member of the instructional staff is in the process of receiving IPC soldering certification this year. The staff and students also put their talents to work

at Christmas by building electronic robot scooters and musical Christmas trees for the homeless shelter in Tewksbury.

Certificate Of Occupational Competency (COP): All of the Vocational Technical Teachers are involved with bringing their curriculum up-to-date with state standards. Each shop is scheduled for a curriculum-status meeting with the Program Director to review competencies and related and shop curricula. Many of the staff are on state committees to write the standards for their areas. COP tests that have been completed and approved so far by the state are in Automotive, Cosmetology and Culinary Arts. The Nurse Assistant COP state Committee under the chairmanship of Ms. Barbara Ahern is complete and will be reviewed by industry in January of 2002.

Conclusion and Acknowledgement

The Shawsheen Valley Technical High School District School Committee, staff, and students gratefully appreciate the support it receives from the residents of the five member communities. The Shawsheen family especially thanks the local Town Managers, Finance Committees, and Town Meetings for their continued financial support, ensuring the highest quality in vocational technical training opportunities for area youth.

The District is grateful for the significant contributions provided by Shawsheen Tech staff and employees. We gratefully appreciate the contributions of the Shawsheen Tech staff who retired during 2001. Those retirees are:

Mr. Robert W. Brooks

Business Manager

31 Years

Mr. Donald P. Ayer

Business Technologies Instructor

31 Years

Mr. Eugene A. Hailson

Technical Illustration Instructor

26 years

Mr. Arthur L. Thompson

Mathematics Instructor

29 years

Mr. George A. Vetter

Electronics Instructor

26 years

Mrs. Maureen T. Oliver

Business Technologies Instructor

25 years

BCAT

Throughout the past year, BCAT has strived to expand its services and increase community involvement. BCAT sponsored a survey to gather information on the community's awareness of our organization and the services that we provide. We received a 7.9% response from the surveys that were mailed to all residents in Burlington. Here are some of the highlights of the survey:

- 69% subscribe to AT&T. 26% subscribe to RCN.
- 42% watch BCAT several times a week. 21% watch once a week.
- 58% watch BCAT specials, i.e. Concerts on the Common, Santa Show, Pride Day, Memorial Day.



Taylor Bettinson, BCAT Volunteer on top of the BCAT Production Van during the taping of a Concert on the Common. (Photo by www.KarwanPhotos.com)

- 48% watch BCAT for political/public affairs talk shows, i.e.: Burlington Roundtable, Open For Discussion, Our Town, The Town Report.
- 42% watch Bnews Weekly
- 62% watch Town Meetings
- 55% watch Selectmen Meetings
- 55% watch BCAT for meeting coverage
- 47% watch Planning Board Meetings
- 39% watch School Committee Meetings
- 27% watch BHS Sports
 - The survey also indicated that 81% of viewers are satisfied or very satisfied with BCAT's perform-

ance. Though 3% were dissatisfied, 16% did not respond.

- The survey also indicates that the majority of our viewers are watching during the early evening and prime time.
- In terms of age grouping the majority of our viewers fell into the 40-55 range and the 55 and over ranging totaling 61% of viewers.

Other BCAT highlights in 2001

- BCAT held its first annual PSA Day. This day was an opportunity for non-profit organizations and Town Agencies to come to BCAT and have their Public Service Announcement produced and aired at BCAT. We had over 10 organizations participate, and over 25 PSA's were produced.
- BCAT continued to offer a video club for middle school students, Video Voyagers. The popularity and participation of this group had increased to a level that we needed to split it into two sections. In the fall, we offered Basic Video Voyagers for newcomers, and Advanced Video Voyagers, for those who had the experience to move up. We also offered a new club for high school students, which began in October.



Production Coordinator Cory McNeil assists the Video Voyagers in the BCAT studio control room.

- Phil Gallagher was named Volunteer of the Year at BCAT's Annual Meeting and Open House last April. He is the host of the Burlington Roundtable, and took over the duties as the anchor of Bnews Weekly. He also hosted and

produced many public affairs specials focusing on different aspects of the community throughout the year. Jim Meegan was awarded the BCAT college grant as outstanding student of the year. He was the director for BCAT's live call-in show *The Sportsmen* for over two years. He also took three semesters of independent study with BCAT, where he gained experience as a sports commentator and produced BCAT promos among other things.

- BCAT had a very busy year full of special productions. The most notable special was the "You Shall Be My Witnesses" Tribute Show produced by Production Coordinator Cory J. McNeil. The show was the 600th production in the series, and was produced in honor of the late Tom Carberry, after his sudden passing. Tom produced 599 episodes of the series, and produced the weekly tapings of the St. Malachy's Sunday mass. He was awarded Volunteer of the Year at BCAT in 1999 and was the most established and dedicated producer in BCAT's history.
- We have started an attrition program for camcorders. As our camcorders become unserviceable, they are being replaced with digital units. Tapes from the digital camcorders have to be copied to analog tape to be compatible with the current studio equipment. During the next couple of years we will have to follow a planned digital upgrade program so as not to be caught with an obsolete facility without any repair options. This upgrade will represent a major investment and will have to be carefully integrated in our future spending plans.

Staff Changes in 2001

- Derek Blakeman joined the BCAT production in July, after Production Coordinator Jon Beiluch resigned to move back to his hometown in Connecticut.

Respectfully submitted,

Ernest J. DeMartinis
President, Burlington Cable Access
Television

Board of Directors:

John Hofferty
Edward Hastings
Rick Karwan
Arlene DiRocco
Virginia Mooney
Herbert Clancey
Jim Melchionna

BURLINGTON COMMUNITY SCHOLARSHIP FOUNDATION

This has been another banner year for BCSF-Dollars for Scholars. Our endowment has reached close to \$1,000,000, thanks particularly to the generosity of Jack Blais, a gentleman who graduated from Burlington High School in the Class of 1956 and who now lives in Framingham, Massachusetts. His challenge once again of matching dollar for dollar all moneys raised in our October telethon added another \$65,000 to the \$65,000 pledged. We also thank the following businesses for their generous contributions of \$1000 or more: Gibson & Behman, Nordblom Management, Curtin Financial Services, Longs Jewelers, AT&T Broadband, Gedick Brothers, Eastern Bank & Trust, Fleet Bank, Burlington Police Patrolman's Association, Lemon Tree Restaurant, Burlington Ice Palace, Facility Management Corporation, Reimer & Braunstein, Citizens Financial Group, Tibaldi Real Estate, Roche Brothers Supermarket, Northern Bank & Trust Company, RCN, and Oracle. \$500 contributions from Mass. Audio Visual, Lahey Clinic, Cranney HVAC Company, Vidoli Association Realtors, BMEFCU, Burlington Lions Club, C. R. Baird Corporation, Burlington Firefighters, A&F Bus Company, Stoneham Savings Bank, Noel Doherty of Goodway, Steven Hagan, M. Austin-Prudential, Medford Bank, Performance Htg., Phillip Gallagher, KBA Architects, and the Murphy Committee were also deeply appreciated. We are most grateful also to all residents who have contributed to our cause through the tax check-off system, which continues to grow in the numbers of regular contributors.

Once again we are indebted to Ernie DeMartinis, who masterminds and produces the telethon; to Jack Ferren who continues to act as Master of Ceremonies and whose enthusiasm maintains the momentum and keeps the pledges coming in; to the entire B.C.A.T. staff, especially Jen Dodge and Dick Linder who control the technical aspects; to Jack Dillon of Prime Telecom, Inc., who supplies and sets up the telephones and telephone lines. We thank our Adopt-A-Class Business Partners who make sizable contributions every year and who continue to work toward increasing the individual class endowments; the hosts of the different telethon segments representing the schools, town government, community businesses, sport organizations and other town organizations within the community. And, last but far from least, we are grateful to the enthusi-

astic students who made calls during the telethon and on the two evenings prior to and following that event, to Peter Halvorson and Miriam Malkasian who were responsible for recruiting more student volunteers for us than ever before, and to the many wonderful residents who responded to the Blais challenge and to the student calls so generously. The total amount pledged surpassed what had been realized in the 2001 telethon even though the economy was not nearly as healthy.

With this years scholarship awards, the Foundation has awarded \$128,000 in scholarship assistance to 100 high school seniors and 19 adult residents for a total of 119 residents of this community. In this year alone, we awarded \$32,000 in scholarship aid to 21 graduating high school seniors and three adult residents of this community. Once again following the presentations of scholarships to Burlington student winners at Awards Night at Burlington High School, adult scholarships were awarded at the annual joint BBRT/BCSF Scholarship Breakfast at which Jack Blais was the featured speaker and all student winners and their parents were honored. A brochure which included photographs of all our winners, the colleges they are attending, and brief biographical sketches was mailed for the first time to all community residents in early September, not just to Burlington taxpayers as has been our past custom.

The list of Business Partners in our Adopt-A-Class program remains the same with one exception. Northern Bank & Trust adopted the Class of 2012, the 2nd grade. We have not at this writing found sponsors for the Class of 2013, this years 1st grade, although we have a promising prospective sponsor and are pursuing diligently and with determination a sponsor for this years kindergarten, the Class of 2014. The optimistic news is that Oracle has expressed an interest in joining the program. We remain indebted to all our Adopt-A-Class Partners and the many faithful and committed parents and Class Advisors at the high school level who work with the students for their invaluable and continuing help in expanding educational opportunities for Burlington students, for challenging them to stay in school, and for enabling them to pursue the critical benefits of post secondary education. We particularly thank the parents who are already involved and who see the advantages in this program for their children and we encourage others to join the program by communicating their interest to either of the Co-Chairmen, Debbie Keene or Sharon Piccolo.

The Adopt-A-Class Business Partners in order of their sponsorship, grade 2 through grade 12, are Northern Bank & Trust, Burlington Firefighters, Century 21-Tibaldi Real Estate, Curtin Financial Services, Police Patrolman's Association, Barnes & Noble, Eastern Bank, Lahey Clinic, Citizens Bank (formerly Somerset Bank & US Trust), Gibson & Behman, and American Landmark.

The Adopt-A-Class program remains a Community Partner in a program offered by Yankee Magazine. Through this program any new subscription or renewal of a subscription to Yankee Magazine at a cost of \$20 results in \$10 being returned to the class which obtained the subscription or to the endowment. The twelve community businesses are encouraged to participate along with students and their parents in the various classes. It is our hope that all will take advantage of this opportunity to add to our growing scholarship coffers through subscribing themselves or giving gifts of Yankee Magazine to friends and family.

Serving on the Financial Advisory Committee to assist our Treasurer with investments are Jim Picone, the Assistant Superintendent for Business and Finance in the Burlington School System and Juliette Mott of Stoneham Savings Bank and a member of our Board. Phil Gallagher acts as our consultant and investment advisor, a position which was approved by the BCSF Board of Directors this year.

Once again, we thank our Awards Committee for their dedication and hard work in distributing and processing applications for the BCSF scholarship awards. Members are Donna Murray and Linda Collins who are Co-Chairmen, Ann Marie Baden, Rosemarie Tieri, Gary Feldman, Peter Barry, Peter Sims, Rosalie Nardella, Nancy Mooney, and Suzette Jones. We thank Susan Eby, Diane Cortese, and Sally Hennessey for their past service.

In closing, I wish to express my deep appreciation to Superintendent of Schools, Dr. William Connors and to Jim Picone, the Assistant Superintendent for Business and Finance, and to the Principal of BHS, Linda Hayes, as well as to all of the members of the BCSF Board of Directors for their continuing support and encouragement and their enthusiastic commitment to expanding educational opportunities for all Burlington residents through building a substantial scholarship endowment fund. Members of the Board in addition to myself are 1st Vice President Lucy Damiani, 2nd Vice President Deborah Keene, Treasurer

Brian Curtin, Secretary Joan Corrao, Vita Cyr (former Vice President), Ernie DeMartinis, Harold Dulong, Jack Ferren, Tom Imbriglio, Nancy Jones, Tom Killilea, Miriam Malkasian, Stephen Miles, Juliette Mott, Sharon Piccolo, Paul Sheehan, and student representatives Elizabeth Keene, Kim Piccolo, Christopher Keene, Laura Greene, Nehal Patel, Charlene Vincent, and Christina Deliyannis. We thank former Board member Arthur Fallon for his past service.

Respectively submitted,

Joan F. Miles, President

BURLINGTON HOUSING AUTHORITY

The Burlington Housing Authority's Board of Commissioners continues to dedicate the Agency to providing affordable housing opportunities for the residents of Burlington. The Authority successfully manages one hundred five (105) elderly conventional units at Birchcrest Arms and Tower Hill; two (2) units of scattered site family housing under the State 705 Program; two (2) independently owned rentals; ten (10) studio apartments for low-income elderly at Longmeadow Place, an assisted living facility; and, sixteen (16) units under the State Massachusetts Rental Voucher Program. The Commissioners voted to extend the agreement with the Dedham Housing Authority (DHA) for the DHA to administer the One Hundred (100) units in the Section 8 Federal Subsidized Housing Program.

There was a significant amount accomplished during 2001. The Department of Housing and Community Development (DHCD) awarded the Authority \$3,750 to purchase new computers. The Authority submitted grant applications to the state to upgrade the electric service at Tower Hill and to install new windows at Tower Hill and Birchcrest Arms. DHCD approved a feasibility study for the placement of a new elevator at Tower Hill due to the length of time the existing elevator would be undergoing modernization. New grab bars were installed at Birchcrest Arms. The walkways at Birchcrest Arms and the lower parking lot at Tower Hill underwent repairs. The work crews from the Middlesex Sheriff's Office provided several weeks of extensive labor at Tower Hill and Birchcrest Arms: the projects completed include interior painting of common areas and vacant apartments, as well as stacking wood, raking and sweeping.

There were some staff changes in 2001. Helen Leonard was hired as the new Tenant Selector in the spring to replace Mary Jane Doherty who resigned. Joan MacDonnell joined the staff to provide assistance to residents during peak periods.



May Nolan (left) and Gwen Burgess (right) take delight in the Wurlitzer Organ donated to Tower Hill residents by Jack and Kay Gulde.

For the twelfth consecutive year, state auditors reported the Authority has been managed in full and satisfactory compliance with applicable state and federal regulations.

And finally, the Board of Commissioners wishes to extend its sincere thanks to Tenant Presidents Margaret Yates and Claire Molloy for continuing existing, and initiating new, activities for residents to enjoy and to Jack and Kay Gulde for their generosity in donating a lovely organ for use by residents.

Respectfully submitted,

Joseph Arena, Chairman

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council (MAPC) is the regional planning agency representing 101 cities and towns in the metropolitan Boston area. Created by an act of the Legislature in 1963, it serves as a forum for state and local officials to address issues of regional importance. As one of 14 members of the Boston Metropolitan Planning Organization (MPO), MAPC has oversight responsibility for the region's federally funded transportation program. Council membership consists of community representatives, gubernatorial appointees and city and state agencies who collaborate in the development of comprehensive plans and recommendations in areas of population and employment, transportation, economic development, housing, regional growth and the environment. The 25 member elected Executive Committee meets 11 times a year. The full Council meets three times a year. Meetings are held at various localities throughout the region.

MAPC works with its 101 cities and towns through eight subregional organizations. Each subregion has members appointed by the chief elected officials and planning boards of the member communities and is coordinated by an MAPC staff planner. The MAPC subregions meet on a regular basis to discuss and work on issues of interlocal concern. Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, and Woburn are members of the North Suburban Planning Council (NSPC), one of eight subregional organizations of MAPC. The community representatives of the NSPC subregion consist primarily of town planners and planning board members.

This year, the North Suburban Planning Council:

- Met with MAPC staff to learn about plans to update MetroPlan and to review its policies for their relevance today.
- Met with the MAPC economic development planner to provide input into the new Comprehensive Economic Development Strategy.
- Over the course of several months, NSPC reviewed legislation that would affect the Comprehensive Permit laws (Chapter 40B) and held a well-attended legislative meeting at which area legislators, NSPC community representatives and state agency repre-

sentatives discussed a variety of legislative and regulatory approaches to improving Chapter 40B.

- Received regular updates on the status of Executive Order 418 and how they can access the funding.
- Participated in the review of the regional transportation plan, the Unified Planning Work Program and the Transportation Improvement Program.
- Attended a presentation on the Program for Mass Transportation, the MBTA's long-range capital plan.
- Worked with a graduate student intern with FEMA on reviewing land use regulations that impact stormwater management in the Upper Mystic River watershed.
- Developed a format and content for the NSPC presence on the MAPC website. A major component of this web site will be an interactive map that will provide an overview of projects in the subregion with links to other websites specific to those projects. A prototype of this map has been developed by the MAPC GIS lab.

MAPC has been involved in a variety of activities that affect communities within the region.

2000 Census

Throughout this year, the federal government released Census 2000 data. MAPC staff has been busy analyzing the data to identify growth trends and disseminating information to legislators, municipalities, public and private agencies, and the general public. To this end, MAPC drafted two important documents. *Decade of Change* highlights key regional growth trends that occurred during the 1990s. *Community Profiles*, a partnering document to *Decade of Change*, is a compilation of demographic, socioeconomic and land use data for the 101 cities and towns in the MAPC region. The profiles present a portrait of each community through the presentation of key growth indicators, which are documented over time to pinpoint specific trends.

Buildout Analysis Projects

MAPC completed the two-year process of producing Buildout Analyses for communities throughout the region. MAPC and Executive Office of Environmental Affairs (EOEA) staff introduced information about the Community Preservation Act and buildout analyses results during presentations to Mayors, City Councils, Boards of Selectmen,

and interested citizens. EOE funded the effort and contracted with MAPC to complete buildout analyses for every city and town in the metropolitan region. The purpose of the study was to create an approximate "vision" of the potential future growth permitted and encourage discussion of growth management options. Buildout analysis results have been the basis for zoning changes in a number of communities, and have provided critical information for water resource planning at the local and regional level. These analyses will form the basis for planning work under Executive Order 418 and other comprehensive planning efforts.

Community Development Plan Program

The Community Development Plan Program stems from the passage of Executive Order 418, an initiative issued by former Governor Paul Celluci in January 2000. By making all cities and towns eligible for \$30,000 in planning services to assist in the preparation of a Community Development Plan, the initiative is designed to provide guidance as communities consider options for future development. The plans should focus on developing affordable housing while balancing the need for economic development, transportation and infrastructure improvements, and cultural resource and open space preservation. The program is managed at the state level by an Inter-Agency Working Group (IAWG) consisting of the Department of Housing and Community Development, the Executive Office of Environmental Affairs, the Executive Office of Transportation and Construction, and the Department of Economic Development. Within its planning area, MAPC is administering the program and working with communities to develop a Scope of Services. Communities may also choose MAPC to perform many of the planning services necessary to complete a Community Development Plan.

Respectfully submitted,

David C. Soule
Executive Director

TOWN MEETING MEMBERS

PRECINCT 1

Michael J. Austin	84 Locust St.	2002
Richard N. Binnall	68 Mill St.	2003
Linda K. Collins	18 Town Line Rd.	2004
Channing L. Entwistle	62 Beaverbrook Rd.	2004
Charles S. Gilman	45 Westwood St.	2003
William Gochis	14 Wildwood St.	2003
Robert J. Gouveia	258 Winn St.	2002
John S. Ivas	9 Boulder Dr.	2002
Robert J. Macdonald	238 Fox Hill Rd.	2002
Michael Marchese, Jr.	39 Locust St.	2002
Cynthia J. Phillips	4 Michael Dr.	2002
Richard J. Roberto	10 Wildwood St.	2003
Maureen Monaco Ryan	3 Donald Rd.	2004
Gregory F. Ryan	3 Donald Rd.	2004
Mark S. Saia	8 Sumner St.	2003
Sharon Marie Sotiros	17 Hart St.	2004
Edward J. Walsh	2 Carol Ave.	2004
David J. Woodilla	3 Barnum Rd.	2003

PRECINCT 2

William C. Beyer	67 Peach Orchard Rd.	2004
Kathleen M. Coluci	15 Colburn St.	2004
Ann Marie Comer	13 Lowell St.	2002
Anthony Dalessio*	5 Mary St.	2002
<i>Moved Pct. 3 2001</i>		
Marjorie J. Foster	10 Kenmere Ave.	2003
<i>Write-in 2000</i>		
Joseph C. George	4 Grandview Ave.	2003
<i>Write-in 2000</i>		
Angela J. Hanafin	15 Colburn St.	2004
Daniel J. Hanafin	15 Colburn St.	2004
<i>Write-in 2001</i>		
George T. Lee	58 Harriett Ave.	2004
Linda J. Lewis	144 Winn St.	2002
Peter E. Lewis	144 Winn St.	2002
Ann Louise McNamara	79 Mountain Rd.	2003
Margaret Merlesena	2 Burton Rd.	2004
Eleanor N. O'Connell	33 Peach Orchard Rd.	2003
David C. Richardson, Jr.	5 Peach Orchard Rd.	2003
<i>Write-in 2000</i>		
Michael S. Runyan	7A Mountain Rd.	2002
John J. Ryan	7 Grandview Ave.	2003

Write-in 1999

Anthony G. Sapienza	2 Crawford Rd.	2002
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PRECINCT 3

Anne P. Coady	8 Woodside Ln.	2003
Sean P. Connors	14 Sears St.	2004
Kathleen S. Cool	9 Stony Brook Rd.	2003
Shari Lynn Ellis	3 Hickory Ln.	2004
Frances M. Heartquist	10 Briarwood Ln.	2002
Heather E. Holman	191 Winn St.	2004

A 5/00, E 4/01, Res.8/01

John D. Kelly	14 Oxbow Ln.	2002
Stephen G. Marchese	4 Sears St.	2003
Mildred J. Nash	39 Sunset Dr.	2003
Mabel A. Nevins	26 Sunset Dr.	2003
Monte L. Pearson	5 Willow Way	2002

Appt. 10/1(Term 2004)

Daniel J. Raske	3 Mildred Rd.	2002
Roger S. Riggs	4 Briarwood Ln.	2002

Write-in 2001

Anne E. Rowe	94 Muller Rd.	2003
Louis P. Rubino	4 Fred St.	2002
Paul A. Valleli	14 Marrett Rd.	2004
Judith G. Wasserman	3 Indian Hill Rd.	2004
James Williams	12 Fred St.	2004
Walter T. Zenkin	49 Eugene Rd.	2002

PRECINCT 4

Betty M. Bullock	11 Crowley Rd.	2002
Thomas D. Conley, Jr.	20 Corcoran Rd.	2004
George R. Cooper	69 Francis Wyman Rd.	2004
Karen Cooper	69 Francis Wyman Rd.	2002
Timothy M. Cummings	9 Shea Circle	2002

Appt. 5/01(Term 2002)

Ellen Marie Ferguson	76 Francis Wyman Rd.	2003
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Write-in 2000, Res. 4/01

Andrew Groh	132 Bedford St.	2002
Joan B. Hastings	14 College Rd.	2003
Timothy J. Horgan	12 Eastern Ave.	2002

Appt. 5/01(Term 2003)

Robert P. Knudsen	3 Bates St.	2003
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Appt. 4/99 elected 4/00

Constance K. McElwain	64 Francis Wyman Rd.	2004
Roberta E. Mills	19 Corcoran Rd.	2003
Frank P. Monaco	18 Corcoran Rd.	2003
Virginia E. Mooney	28 Mohawk Dr.	2003
William G. Poehler	7 Algonquin Dr.	2004

Michael A. Proulx	76 Francis Wyman Rd.	2002
Robert Michael Shea	27 Daniel Dr.	2002
Kevin J. Sullivan	14 Frothingham Rd.	2002
Res. 4/01		
Sally Willard	13 Foster Rd.	2004

PRECINCT 5

Patricia J. Angelo	2 Austin St.	2003
Susan MacDonald Boari	14 Raymond Rd.	2002
Richard P. Burkhardt	10 Joanne Rd.	2004
Elaine Lee Carpenter	5 Dearborn Rd.	2003
Mark W. DeCost	38 Manhattan Dr.	2004
Roland E. Desharnais	5 Lantern Ln.	2004
Kenneth R. Forte	18 Wing Terrace	2002
Louise S. Freeman	4 Bates St.	2002

Term 2004 - Redistricted

Paul V. Gedick	5 County Rd.	2003
John J. Hanley	1 Violet Rd.	2004
Nancy J. Hofferty	10 Purity Springs Rd.	2003
Virginia M. Igo	1 Arthur Woods Ave.	2003
Joanne L. Kinchla	8 Arnold Terrace	2002
Cathryn Lee	15 Raymond Rd.	2004
Joseph E. Morandi	7 Winona Rd.	2002
Catherine O'Neil	31 Arthur Woods Ave.	2002

Appt. 9/99 elected 4/00

Hope M. Paulsen	8 St. Mary Rd.	2003
David Webster Potts	40 Fairfax St.	2004

Appt. 9/99 elected 4/00

Auralie P. Slowey	13 Paulson Dr.	2002
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Appt. 1/99 elected 4/99

PRECINCT 6

Marie A. Ardito	2 Edsel Dr.	2002
Roger A. Bell	18 Lisa St.	2003

Appt. 1/00 elected 4/00

Catharine M. Boucher	9 Jackson Rd.	2002
William F. Callahan	6 Carter Rd.	2003
Florence L. Carow	1 Jonathan Rd.	2004
Daniel R. DiTucci	8 Lisa St.	2003
William J. Flanagan	36 Wheatland St.	2002
Richard H. Howard	158 Wilmington Rd.	2004
Thomas C. Killilea	15 Wheatland St.	2004
Robert M. Mottolo *	3 Dover Dr.	2002

A 9/99, E 4/00, Move Pct 2 8/01

Florence Dolly Mountain	5 Eisenhower Dr.	2002
Karen A. Moyer	7 Kingsdale St.	2004
Donald J. Muse	21 Davida Rd.	2003

Kristin A. Norwood	37 Prouty Rd.	2004
Marlene F. Rittenberg	14 Irene St.	2002
Joseph S. Stavolta, Sr.	12 Phyllis Ave.	2003
Teresa A. Tarpey	1 Holly St.	2003
James Tigges	2 Maryvale Rd.	2004
Write-in 2000		

Town Accountant	Patrick J. Mullin
Town Administrator	Robert A. Mercier
Town Counsel	Kopelman and Paige, P.C.
Town Engineer	Pete G. Peters, Ret. 11/01
Town Engineer	Thomas F. Hayes, Appointed 11/05

APPOINTED OFFICIALS

American Disabilities Act Coordinator	Robert C. Hogan
Animal Control Officer	Gerald Mills
Appraiser/Assistant Assessor	Russell H. Washburn
Archivist	Lisa A. Plato
Assistant Town Administrator	Lawrence M. Rittenberg
Assistant Town Clerk	Eleanor M. Gelinas
Building Inspector	John Clancy
Community Life Center Director	Wesley Simons
Conservation Administrator	Kristen Phelps
Council on Aging Coordinator	Jeanne Garrett, Ret. 6/01
Council on Aging Coordinator	Margery MacDonald, Appt. 8/01
Director of Veteran Services	Robert C. Hogan
Emergency Services Director	Stephen Duke
Environmental Engineer	Todd Dresser
Fire Chief	Paul L. Thibault, Jr.
Health Agent/Sanitarian	Brian Lockard
Housing Authority Executive Director	Rina Petit
Human Resources Director	Anne Marie Tucciarone-Mahan
Labor Counsel	Collins, Loughran & Peloquin
Library Director	Hilding Hedberg
MBTA Advisory Board	Eleanor N. O'Connell
Metropolitan Area Planning Council	John D. Kelly
MWRA Designee	Syamal N. Chaudhuri
Planning Director	Anthony Fields
Police Chief	Barry S. Solomon, Acting
Recreation Director	Donald Roberts
Recreation Maintenance Director	Douglas Gillingham
Sealer of Weights & Measures	Richard H. Howard
Superintendent of Public Works	Syamal N. Chaudhuri

APPOINTED BOARDS AND COMMITTEES

Appointments made by: Town Administrator

Beautification Committee(5)	1 year	Standing
Carolyn Engel	9 Park Dr.	2002
Edward Hastings	14 College Rd.	2002
George M. Major, Chr.	29 Lantern Ln.	2002
Joan McSweeney	1 Doris St.	2002
Elaine Zuccaro	6 Pearson Cir.	2002

Bike Committee	1 year	Ad Hoc
Vacant	2002	
Vacant	2002	
Mildred Nash	39 Sunset Dr.	2002
Bruce Silverman	American Landmarks	2001
Kevin J. Sullivan	Recreation Comm	2002
Philip E. Sutton	4 Park Dr.	2002
Philip E. Sutton	Conservation Comm	2002

B-Line Advisory Committee	1 year	Ad Hoc
Patricia Churchill	14 Hallmark Gardens #5	2001
Peter Coppola	Planning Board	2001
John Kent	Lahey Security Mgr.	2000
Randy Lapides	Burlington Mall	2001
Virginia E. Mooney	28 Mohawk Rd.	2001
Mildred Nash	39 Sunset Dr.	2001
Stephen Nelson	25 Fairfax St.	2001
Mabel Nevins	26 Sunset Dr.	2001
Anne Rowe	94 Muller Rd.	2001
Bruce Silverman	American Landmarks	2001

Board of Appeals(5)	5 years	Standing
John A. Alberghini	3 Elm Ave.	2002
2nd Alt. - 1 yr.		
William Gaffney	8 Joanne Rd.	2005
Wayne Harding	16 Chadwick Rd.	2004

James Langley	13 Algonquin Dr.	2002
Robert M. Meaney, Chr.	P.O. Box 1173	2006
George Murray	184 Mill St.	2003
John T. Sullivan	2 Laurel Ln.	2002
<i>1st Alt. - 1 yr.</i>		

Board of Registrars(4) 3 years Standing

Jane L. Chew	7 Winn Valley Dr.	2006
Jeanne Ganley	50 Lexington St.	2004
Patricia A. Larson	23 County Rd.	2002
Robert J. Macdonald, Chr.	238 Fox Hill Rd.	2003

Cable Advisory Committee(7) 1 year Ad Hoc

Vacant	2002	
Vacant	2000	
Vacant	2002	
Howard Alberts	3 Arborwood Dr.	2002
Daniel Dunn, Chr.	29 Stony Brook Rd.	2002
Richard Linder	3 Maud Graham Circle	2002
<i>1st Alt.</i>		
Juliet M. Perdichizzi	Selectmen	2001

Cemetery Oversight Committee 1 year Ad Hoc

Karen Cooper	69 Francis Wyman Rd.	2001
Phillip A. Gallagher	Ways & Means	2001
Joan B. Hastings	Capital Budget	2001
Eugene Lane, Jr.	24 Cathy Rd.	2001
John Mooney	28 Mohawk Rd.	2001
Kevin Sullivan	14 Frothingham Rd.	2001
Paula Torti	9 Maud Graham Circle	2001

Community Life Center(10) 2 years Standing

Vacant	2003	
Fr. John R. Crispo	111 Winn St.	2003
Candace Gustafson	30 Paulson Dr.	2002
Michael Howard	18 Burlington St.	2002
Thelma Iozzo	7 Chandler Rd.	2003
Marilyn Langley	13 Algonquin Dr.	2002
Ronald J. MacKenzie	18 Spruce Hill Rd.	2002
Ann McNamara	79 Mountain Rd.	2003
Roberta Mills	19 Corcoran Rd.	2003
Betty Murphy	20 Wildwood St.	2002

Conservation Commission(7) 3 years Standing

Larry Cohen, Chr.	8 Wilhelmina Ave.	2003
Indra Deb	17 Pathwoods Ave.	2002
Marylee Everett	14 Hart St.	2004

Gail M. Lima	188 Mill St.	2002
<i>Appt. 1/01</i>		
Paul A. Mazzocca	5 Black Horse Ln.	2003
Kerry Melanson	8 Freeport Dr.	2002
Philip E. Sutton	4 Park Dr.	2004

Council on Aging(7) 3 years Standing

Eleanor Bonfanti	16 Lisa St.	2004
Gwendolyn Burgess	518 Farms Dr.	2002
Arlene A. DiRocco	10 Old Colony Rd.	2002
Marie George	64 Winn St.	2002
<i>Alternate 1 yr.</i>		
John J. Gulde	16 Dearborn Rd.	2002
<i>Alternate 1 yr.</i>		
Mary Lindley, Chr.	64 Bedford St.	2002
Muriel O'Brien	26 Maryvale Rd	2003
Gordon C. Thomson	5 Frances Rd.	2002
<i>Alternate 1 yr.</i>		
Robert Tyler	12 Taylor Ave.	2003
Robert Wong	20 Lowell St.	2004

Cultural Council(5-22) 3 years Standing

Sara Arnold	29 South Bedford St.	2001
Anne P. Coady	8 Woodside Ln.	2002
June Collins	Chelmsford	2001
Eileen Feldman	19 Freeport Dr.	2003
Joanne Salvi Fitzpatrick	5 Makechnie Rd.	2003
Janet G. Hutchins, Chr.	3 Colleen Circle	2001
Rick Karwan	8 Francis Wyman Rd	2004
Charlanne Maynard	6 Village Hill Ln. #2	2004
Stephen L. Miles	20 College Rd.	2001
Florence Dolly Mountain		2003
Marcia Rich	P.O. Box 346	2001
William Timothy Rose	10 Locust St.	2003
Helen D. Sampsonis	9 Richardson Rd.	2001

Disabilities Access Committee(9) 1 year Standing

Vacant		2002
Barbara Adler	4 Theodore Circle	2002
Robert J. Emmert	21 Crystal Circle	2002
Bernice Ferguson	12 Central Ave.	2002
Mary Jane Fietze	42 Bedford St.	2002
Maura F. Mazzocca	5 Black Horse Ln.	2002
Christine Monaco	18 Corcoran Rd.	2002
Walter Sullivan	15 Birchcrest St.	2002
Kenneth Tigges	1311 Arboretum Way	2002

Growth Impact Task Force Ad Hoc

Walid I. Abu-Rumman	5 Glen Ave.
<i>Citizen Rep.</i>	
Roger A. Bell	18 Lisa St.
<i>TM Rep.</i>	
Larry S. Cohen	8 Wilhelmina Ave.
<i>Cons. Comm. Alt.</i>	
Peter J. Coppola	2 Garrity Rd.
<i>Planning Rep.</i>	
John G. Cormier	8 Chester Ave.
<i>Citizen Rep.</i>	
Arlene A. DiRocco	10 Old Colony Rd.
<i>Sr. Housing Opt. Rep.</i>	
Phyllis Etsell	27 Cambridge St. (Murray Hills)
<i>Business Rep.</i>	
Marylee Everett	14 Hart St.
<i>Cons. Comm. Rep.</i>	
Albert L. Fay, Jr.	11 Raymond Rd.
<i>Selectmen Rep.</i>	
John J. Gulde	16 Dearborn Rd.
<i>Citizen Rep.</i>	
Joseph Harrington	50 Cambridge St. (Gutierrez)
<i>Business Rep.</i>	
Naomi B. Heghinian	4 Myrna St.
<i>Citizen Rep.</i>	
Robert P. Knudson	3 Bates St.
<i>Land Use Rep.</i>	
Peter E. Lewis	144 Winn St.
<i>TM Rep.</i>	
Frank P. Monaco	18 Corcoran Rd.
<i>W & M's Rep.</i>	
Virginia E. Mooney	28 Mohawk Rd.
<i>BMC Rep.</i>	
Evelyn M. Mottolo	3 Dover Dr.
<i>Bylaw Rev. Rep.</i>	
Mark Pacheco	3 Bennett Ln.
<i>Citizen Rep.</i>	
Jane M. Richard	407 Cambridge St.
<i>BOH Rep.</i>	
Logal Stephen	31 Third Ave. (Nordbloom)
<i>Business Rep.</i>	
Carol Sullivan	1 N.E. Exec. Park - 3rd Fl.
<i>BBRT Rep.</i>	

Historical Commission(5) 3 years Standing

Norman B. Biggart, Chr.	4 Baron Pk. Ln. Apt. 1	2004
Sandra J. Coven	5 Forest Rd.	2002
<i>Alternate 1 yr.</i>		
John Demelo	50 Skelton Rd.	2003
Antoinette Faria	6 Butters Ln.	2003
Joyce Fay	11 Raymond Rd.	2002
Kathleen Horton	125 Lexington St.	2004
Gene Rossi	174 Winn St.	2002
<i>Alternate 1 yr.</i>		

Housing Partnership 1 year Ad Hoc

Ernest Covino	1 Marvel Ave.	2002
John DeFrancesco	50 Westwood St.	2002
Phyllis Etsell	3 Eisenhower Dr.	2002
Jayne L. Hyde	6 Hallmark Gardens #1	2002
Virginia E. Mooney	28 Mohawk Rd.	2002
Rina Petit	BHA	2002
Michael S. Runyan	7A Mountain Rd.	2002

Information Systems Advisory (7) 1 year Ad Hoc

Vacant	2002	
Vacant	2002	
Laurence J. Conway	18 Wildwood St.	2002
Daniel Dunn	29 Stony Brook Rd.	2002
David Fionda	46 Freeport Dr.	2002
Steven Z. Harris	9 Donna Ln.	2002
Peter O'Keefe	47 Skelton Rd.	2002

Recycling Committee(5) 1 year Ad Hoc

Larry Cohen	8 Wilhelmina Ave.	2000
Christine Monaco	18 Corcoran Rd.	2000
Juliet M. Perdichizzi	Selectmen	2000
James Quinn	222 Mill St.	2000
Janet Towers	28 Humboldt Ave.	2000

Rink Oversight Committee(5) 1 year Ad Hoc

Vacant	Selectmen	2002
Brian Curtin, Chr.	Treasurer/Collector	2002
Stephen G. Marchese	Ways & Means	2002
Don Roberts	Recreation	2002
Craig Robinson	School Dept.	2002

Sign Bylaw Committee 1 year Ad Hoc

Albert L. Fay, Jr.	Planning Board	2000
Richard Howard	Bylaw Review Committee	2000
Jayne L. Hyde	Planning Board	2000
Douglas Hyde, Jr.	Bylaw Review Committee	2000
Carl King	BBRT	2000
Joan McSweeney	Beautification Commission	2000
Robert M. Meaney	Board of Appeals	2000
George Murray	Board of Appeals	2000
Susan Stewart	Rotary Club	2000

Sr. Housing Options Committee 1 year Ad Hoc

Arlene DiRocco	10 Old Colony Rd.	2002
Garry Feldman	19 Freeport Dr.	2002
Sheila Howard	2 Hallmark Garden #4	2002
Jayne L. Hyde	6 Hallmark Garden #1	2002
Peter E. Lewis	144 Winn St.	2002
Robert Meaney	P.O. Box 1173	2002
Hope M. Paulsen	8 St. Mary Rd.	2002

Stormwater Management Advisory Committee Ad Hoc

Syamal Chaudhuri	DPW Superintendent
Jim Dion	Board of Health
Marylee Everett	Conservation Commission
Tony Fields	Planning Director
Charles E. Fuller	3 Rolling Ln.
Gary Gianino	Board of Selectmen
Joe Harrington	Gutierrez Company
Jayne L. Hyde	Planning Board
Steve Logan	Nordblom Management
Terry McSweeney	Board of Health
Pete Peters	Town Engineer
Kristin Phelps	Conservation Commission

Appointments made by: Moderator

Bylaw Review Committee(5) 1 year Standing

Woodilla David J.	6 Wheatland Rd.	2002
Richard H. Howard, Chr.	158 Wilmington Rd.	2002
Evelyn M. Mottolo	3 Dover Dr.	2002
Anthony G. Sapienza	2 Crawford Rd.	2002
Judith G. Wasserman	3 Indian Hill Rd.	2002

Capital Budget Committee(7) 3 years Standing

Thomas D. Conley, Jr.	20 Corcoran Rd.	2004
Sharmili Das	3 Thomas St.	2002
Charles S. Gilman	45 Westwood St.	2004
<i>Appt. 6/00</i>		
Joan B. Hastings	14 College Rd.	2002
<i>Res. 4/01</i>		
Michael S. Runyan	7A Mountain Rd.	2003
John J. Ryan	7 Grandview Ave.	2003
Sally Willard	13 Foster Rd.	2002
Walter T. Zenkin, Chr.	49 Eugene Rd.	2004
<i>Appt. 7/00</i>		

Facilities Committee (7) 2 years Standing

Vacant		2003
William F. Callahan	6 Carter Rd.	2002
Paul V. Gedick	5 County Rd.	2002
Robert J. Gouveia	258 Winn St.	2003
Linda J. Lewis	144 Winn St.	2003
Daniel J. Raske	3 Mildred Rd.	2002
Sharon M. Sotiros	17 Hart St.	2003

Human Services Committee(7) 3 years Standing

Vacant	2003	
Anne P. Coady	8 Woodside Ln.	2004
John D. Kelly	10 Oxbow Ln.	2003
Joanne L. Kinchla	8 Arnold Ter.	2002
Mabel Nevins	26 Sunset Dr.	2003
Cynthia J. Phillips	4 Michael Dr.	2004
Auralie P. Slowey	13 Paulson Dr.	2002

Land Use Committee(9) 3 years Standing

Timothy M. Cummings	9 Shea Cir.	2004
Daniel J. Hanafin	15 Colburn St.	2004
Nancy J. Hofferty	10 Purity Springs Rd.	2003
Robert P. Knudsen	3 Bates St.	2003
Catherine O. LeBlanc	3 Black Horse Ln.	2002
Peter E. Lewis	144 Winn St.	2002
Joseph E. Morandi	7 Winona Rd.	2002
<i>Res. 3/01</i>		
Karen A. Moyer	7 Kingsdale St.	2002
<i>Appt. 3/01</i>		
Richard J. Roberto	10 Wildwood St.	2003
Paul A. Valleli	14 Marrett Rd.	2004

Rules Committee(13) 1 year Standing

Patricia J. Angelo	2 Austin St.	2002
Roger A. Bell	18 Lisa St.	2002
William F. Callahan	6 Carter Rd.	2002
Kathleen S. Cool	9 Stony Brook Rd.	2002
George R. Cooper	69 Francis Wyman Rd.	2002
Joseph C. George	4 Grandview Ave.	2002
Joan B. Hastings	14 College Rd.	2002
Florence Dolly Mountain	5 Eisenhower Dr.	2002
Eleanor N. O'Connell	33 Peach Orchard Rd.	2002
Anne E. Rowe	94 Muller Rd.	2002
Maureen Monaco Ryan	3 Donald Rd.	2002
Teresa A. Tarpey	1 Holly St.	2002
James Tigges	2 Maryvale Rd.	2002

Ways & Means Committee(15) 3 years Standing

Marie Ardito	2 Edsel Dr.	2004
Michael J. Austin	84 Locust St.	2002
George R. Cooper	69 Francis Wyman Rd.	2004
Channing L. Entwistle	62 Beaverbrook Rd.	2004
Phillip A. Gallagher	8 Corcoran Rd.	2002
William Gochis	14 Wildwood St.	2004
Virginia M. Hardy	7 Thornton Dr.	2002
Joan Hastings	14 College Rd.	2003
Stephen G. Marchese	4 Sears St.	2003
James D. Melchionna	7 Bedford St.	2003
Frank P. Monaco	18 Corcoran Rd.	2003
Christopher P. Murphy	22 Bedford St.	2002
David W. Potts	40 Fairfax St.	2002
Res. 6/01		
Richard R. Raso	6 Thornton Dr.	2002
Appt. 6/01		
Robert M. Shea	27 Daniel Dr.	2003
Sharon Marie Sotiros	17 Hart St.	2004
Edmund F. Wall	4 Waite Ave.	2003

Elected BOH 4/01

TOWN ACCOUNTANT**SUBJECT: FINANCIAL STATEMENTS FISCAL 2001**

Enclosed are the preliminary audited financial statements of the Town of Burlington for the period ending June 30, 2001. These statements have been prepared by this office and our independent auditor Powers & Sullivan.

Respectfully submitted,

Patrick J. Mullin
Town Accountant

General Purpose Financial Statements

**ALL FUND TYPES AND ACCOUNT GROUP
COMBINED BALANCE SHEET**

JUNE 30, 2001

ASSETS AND OTHER DEBITS	Governmental Fund Types		
	General	Special Revenue	Capital Projects
CASH AND SHORT-TERM INVESTMENTS	\$ 13,658,807	\$ 2,714,331	\$ 23,855
INVESTMENTS	-	-	-
RECEIVABLES:			
Real estate and personal property taxes	643,853	-	-
Tax liens	617,883	-	-
Excise taxes	269,799	-	-
Water	259,077	-	-
Sewer	-	-	-
Intergovernmental	3,544,420	479,000	-
Other receivables	149,306	-	-
INVESTMENT IN JOINT VENTURE	2,254,687	-	-
WORKING CAPITAL DEPOSIT	-	-	-
FIXED ASSETS, net of accumulated depreciation	-	-	-
AMOUNTS TO BE PROVIDED FOR RETIREMENT OF LONG-TERM OBLIGATIONS	-	-	-
TOTAL ASSETS AND OTHER DEBITS	<u>\$ 21,397,832</u>	<u>\$ 3,193,331</u>	<u>\$ 23,855</u>
LIABILITIES AND FUND EQUITY			
LIABILITIES:			
Warrants payable	\$ 319,169	\$ 31,689	\$ -
Accrued payroll	1,055,000	-	-
Accrued health claims	-	-	-
Other liabilities	731,304	-	-
Deferred revenues	5,354,336	479,000	-
Liabilities due depositors	-	-	-
Accrued compensated absences	-	-	-
Workers' compensation	-	-	-
Environmental settlement claim	-	-	-
Bonds and notes payable	-	-	-
TOTAL LIABILITIES	<u>7,459,809</u>	<u>510,689</u>	<u>-</u>
FUND EQUITY:			
Retained earnings	-	-	-
Fund balances:			
Reserved for:			
Encumbrances and continuing appropriations	2,599,549	-	-
Stabilization	-	-	-
Nonexpendable trusts	-	-	-
Unreserved:			
Designated for investment in joint venture	2,254,687	-	-
Designated for subsequent year's expenditures	2,620,360	-	-
Undesignated	6,463,427	2,682,642	23,855
TOTAL FUND EQUITY	<u>13,938,023</u>	<u>2,682,642</u>	<u>23,855</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 21,397,832</u>	<u>\$ 3,193,331</u>	<u>\$ 23,855</u>

See notes to general purpose financial statements.

Town of Burlington

Proprietary Fund Types			Fiduciary Fund Types	Account Group	Total
Ice Palace	Sewer	Internal Service	Trust and Agency	General Long-Term Obligations	(Memorandum Only)
\$ 202,819	\$ 2,021,135	\$ 406,863	\$ 5,725,426	\$ -	\$ 24,753,236
-	-	301,689	596,361	-	898,050
-	-	-	-	-	643,853
-	64,486	-	-	-	682,369
-	-	-	-	-	269,799
-	-	-	-	-	259,077
-	703,611	-	-	-	703,611
-	-	-	-	-	4,023,420
-	-	-	127,197	-	276,503
-	-	-	-	-	2,254,687
-	-	852,500	-	-	852,500
1,652,695	-	-	-	-	1,652,695
-	-	-	-	27,204,802	27,204,802
<u>\$ 1,855,514</u>	<u>\$ 2,789,232</u>	<u>\$ 1,561,052</u>	<u>\$ 6,448,984</u>	<u>\$ 27,204,802</u>	<u>\$ 64,474,602</u>
\$ -	\$ -	\$ 813,331	\$ -	\$ -	\$ 1,164,189
-	-	-	-	-	1,055,000
-	-	712,000	-	-	712,000
-	-	-	320,000	-	1,051,304
-	768,097	-	-	-	6,601,433
-	-	-	3,997,253	-	3,997,253
-	-	-	-	2,728,000	2,728,000
-	-	-	-	60,000	60,000
-	-	-	-	237,802	237,802
1,536,000	-	-	-	24,179,000	25,715,000
<u>1,536,000</u>	<u>768,097</u>	<u>1,525,331</u>	<u>4,317,253</u>	<u>27,204,802</u>	<u>43,321,981</u>
319,514	2,021,135	35,721	-	-	2,376,370
-	-	-	-	-	2,599,549
-	-	-	300,451	-	300,451
-	-	-	358,480	-	358,480
-	-	-	-	-	2,254,687
-	-	-	-	-	2,620,360
-	-	-	1,472,800	-	10,642,724
<u>319,514</u>	<u>2,021,135</u>	<u>35,721</u>	<u>2,131,731</u>	<u>-</u>	<u>21,152,621</u>
<u>\$ 1,855,514</u>	<u>\$ 2,789,232</u>	<u>\$ 1,561,052</u>	<u>\$ 6,448,984</u>	<u>\$ 27,204,802</u>	<u>\$ 64,474,602</u>

ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2001

	Governmental Fund Types			Fiduciary Fund Type	Total (Memorandum Only)
	General	Special Revenue	Capital Projects	Expendable Trusts	
REVENUES:					
Real estate and personal property taxes, net of reserve for abatements	\$ 47,508,627	\$ -	\$ -	\$ -	\$ 47,508,627
Excise taxes	4,797,271	-	-	-	4,797,271
User charges	1,422,732	-	-	-	1,422,732
Intergovernmental	11,616,936	1,727,023	-	-	13,343,959
Departmental and other	2,153,176	2,282,531	-	-	4,435,707
Contributions	-	1,309,749	-	588,494	1,898,243
Investment income	1,008,409	5,373	-	100,576	1,114,358
TOTAL REVENUES	68,507,151	5,324,676	-	689,070	74,520,897
EXPENDITURES:					
Current:					
General Government	2,812,591	315,343	20,235	-	3,148,169
Public Safety	9,096,218	91,366	-	-	9,187,584
Education	28,885,598	2,798,728	4,037	138,398	31,826,761
Public Works	7,782,228	417,611	277,014	14,211	8,491,064
Health and Human Services	920,957	37,376	-	-	958,333
Culture and Recreation	1,961,516	761,351	-	-	2,722,867
Pension contributions	5,831,817	-	-	-	5,831,817
Employee benefits	5,249,635	-	-	-	5,249,635
State and County Charges	762,253	-	-	-	762,253
Debt Service:					
Principal	2,018,000	-	-	-	2,018,000
Interest	1,302,125	-	-	-	1,302,125
TOTAL EXPENDITURES	66,622,938	4,421,775	301,286	152,609	71,498,608
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	1,884,213	902,901	(301,286)	536,461	3,022,289
OTHER FINANCING SOURCES (USES):					
Operating transfers in	506,481	495,000	-	350,000	1,351,481
Operating transfers out	(545,000)	(433,481)	-	-	(978,481)
TOTAL OTHER FINANCING SOURCES (USES)	(38,519)	61,519	-	350,000	373,000
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES (USES) OVER EXPENDITURES	1,845,694	964,420	(301,286)	886,461	3,395,289
FUND BALANCES AT BEGINNING OF YEAR	12,092,329	1,718,222	325,141	886,790	15,022,482
FUND BALANCES AT END OF YEAR	\$ 13,938,023	\$ 2,682,642	\$ 23,855	\$ 1,773,251	\$ 18,417,771

See notes to general purpose financial statements.

Town of Burlington

GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES BUDGETARY BASIS - BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2001

	Budgeted Amounts		Actual	Variance
	Original	Final	Budgetary	Favorable
	Budget	Budget	Amounts	(Unfavorable)
REVENUES:				
Real estate and personal property taxes, net of reserve for abatements	\$ 46,446,093	\$ 46,556,093	\$ 47,518,627	\$ 962,534
Excise taxes	4,540,000	4,540,000	4,797,271	257,271
User charges	1,479,000	1,479,000	1,422,732	(56,268)
Intergovernmental	7,855,517	7,962,146	8,010,936	48,790
Departmental and other	1,675,000	1,675,000	2,153,176	478,176
Investment income	592,000	592,000	1,008,409	416,409
TOTAL REVENUES	62,587,610	62,804,239	64,911,151	2,106,912
EXPENDITURES:				
Current:				
General Government	3,823,667	3,584,536	2,812,591	771,945
Public Safety	9,062,784	9,417,746	9,096,218	321,528
Education	28,666,141	29,709,750	28,885,598	824,152
Public Works	8,913,586	9,030,490	8,598,533	431,957
Health and Human Services	935,854	909,957	920,957	(11,000)
Culture and Recreation	2,211,244	2,258,206	1,961,516	296,690
Pension contributions	2,225,835	2,225,835	2,225,817	18
Employee benefits	6,014,206	5,988,609	5,249,635	738,974
State and County Charges	761,457	761,457	762,253	(796)
Debt Service:				
Principal	2,018,000	2,018,000	2,018,000	-
Interest	1,302,125	1,302,125	1,302,125	-
TOTAL EXPENDITURES	65,934,899	67,206,711	63,833,243	3,373,468
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(3,347,289)	(4,402,472)	1,077,908	5,480,380
OTHER FINANCING SOURCES (USES):				
Operating transfers in	288,000	498,000	506,481	8,481
Operating transfers out	(545,000)	(545,000)	(545,000)	-
Use of unreserved fund balance	3,604,289	4,449,472	-	(4,449,472)
TOTAL OTHER FINANCING SOURCES (USES)	3,347,289	4,402,472	(38,519)	(4,440,991)
EXCESS OF REVENUES AND OTHER FINANCING SOURCES (USES) OVER EXPENDITURES	\$ -	\$ -	\$ 1,039,389	\$ 1,039,389

See notes to general purpose financial statements.

ALL PROPRIETARY FUND TYPES AND NONEXPENDABLE TRUST FUNDS
COMBINED STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND EQUITY

FISCAL YEAR ENDED JUNE 30, 2001

	Proprietary Fund Types			Fiduciary Fund Type	Total (Memorandum Only)
	Ice Palace	Sewer	Internal Service	Non- Expendable Trusts	
OPERATING REVENUES:					
Employee contributions	\$ -	\$ -	\$ 1,533,732	\$ -	\$ 1,533,732
Employer contributions	-	-	4,890,104	-	4,890,104
Charges for services	636,294	3,622,807	-	-	4,259,101
Contributions	-	-	-	1,542	1,542
TOTAL OPERATING REVENUES	636,294	3,622,807	6,423,836	1,542	10,684,479
OPERATING EXPENSES:					
Cost of service and administration	427,908	3,017,689	-	-	3,445,597
Employee benefits and administration	-	-	6,981,141	-	6,981,141
Depreciation	59,794	-	-	-	59,794
TOTAL OPERATING EXPENSES	487,702	3,017,689	6,981,141	-	10,486,532
OPERATING INCOME (LOSS)	148,592	605,118	(557,305)	1,542	197,947
OPERATING TRANSFERS:					
Transfer out	-	(373,000)	-	-	(373,000)
NONOPERATING REVENUES (EXPENSES):					
Interest income	7,111	-	31,032	-	38,143
Interest expense	(71,649)	-	-	-	(71,649)
TOTAL NONOPERATING REVENUES (EXPENSES), NET	(64,538)	-	31,032	-	(33,506)
NET INCOME (LOSS)	84,054	232,118	(526,273)	1,542	(208,559)
FUND EQUITY AT BEGINNING OF YEAR	235,460	1,789,017	561,994	356,938	2,943,409
FUND EQUITY AT END OF YEAR	\$ 319,514	\$ 2,021,135	\$ 35,721	\$ 358,480	\$ 2,734,850

See notes to general purpose financial statements.

Town of Burlington

ALL PROPRIETARY FUND TYPES AND NONEXPENDABLE TRUST FUNDS COMBINED STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2000

	Proprietary Fund Types			Fiduciary Fund Types	Total (Memorandum Only)
	Ice Palace	Sewer	Internal Service	Non- Expendable Trusts	
CASH FLOWS FROM OPERATING ACTIVITIES:					
Operating income (loss)	\$ 148,592	\$ 605,118	\$ (557,305)	\$ 1,542	\$ 197,947
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:					
Depreciation	59,794				59,794
Change in assets and liabilities:					
Working capital deposit			(194,300)		(194,300)
Warrants payable		(154)	813,331		813,177
Accrued health claims			(14,000)		(14,000)
NET CASH PROVIDED BY OPERATING ACTIVITIES	208,386	604,964	47,726	1,542	862,618
CASH FLOWS PROVIDED BY (USED FOR) INVESTING ACTIVITIES:					
Purchases and sales of investments, net			(301,689)	(1,542)	(303,231)
Investment income	7,111		31,032		38,143
NET CASH PROVIDED BY (USED FOR) INVESTING ACTIVITIES	7,111	-	(270,657)	(1,542)	(265,088)
CASH FLOWS PROVIDED BY (USED FOR) CAPITAL AND RELATED FINANCING ACTIVITIES:					
Interest payments on bonds and notes	(71,649)				(71,649)
Principal payments on bonds and notes	(127,000)				(127,000)
NET CASH PROVIDED BY (USED FOR) CAPITAL AND RELATED FINANCING ACTIVITIES	(198,649)	-	-	-	(198,649)
CASH FLOWS (USED FOR) NONCAPITAL FINANCING ACTIVITIES:					
Operating transfers out		(373,000)			(373,000)
NET INCREASE (DECREASE) IN CASH	16,848	231,964	(222,931)	-	25,881
CASH AND SHORT-TERM INVESTMENTS AT BEGINNING OF YEAR	185,971	1,789,171	629,794	-	2,604,936
CASH AND SHORT-TERM INVESTMENTS AT END OF YEAR	\$ 202,819	\$ 2,021,135	\$ 406,863	\$ -	\$ 2,630,817
RECONCILIATION:					
Cash and short-term investments at end of year	\$ 202,819	\$ 2,021,135	\$ 406,863	\$ -	\$ 2,630,817
Cash and short-term investments at end of year, Expendable Trust and Agency				5,725,426	5,725,426
CASH AND SHORT-TERM INVESTMENTS PER THE COMBINED BALANCE SHEET	\$ 202,819	\$ 2,021,135	\$ 406,863	\$ 5,725,426	\$ 8,356,243

See notes to general purpose financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The general purpose financial statements of the Town of Burlington, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

The Town is a municipal corporation governed by an elected Board of Selectmen.

For financial reporting purposes, the Town has included all funds, organizations, agencies, boards and commissions. The Town has also considered all potential Component Units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the Town's general purpose financial statements to be misleading or incomplete. The Town has no Component Units that require inclusion in these general purpose financial statements.

Joint Venture - The Town is a member of the North East Solid Waste Committee (NESWC), a joint venture with 23 communities, organized to represent its members in all matters related with solid waste disposal at a regional waste-to-energy facility located in North Andover, Massachusetts. In accordance with a depository agreement, NESWC was granted control over various funds received from contractual communities. As of June 30, 2001, the Town's equity interest of \$2,254,687 in the operation of NESWC is reported in the general fund. Complete financial statements for NESWC can be obtained directly from their administrative office located at 270 Congress Street, Boston, Massachusetts 02210.

B. Measurement Focus, Basis of Accounting and Basis of Presentation

The accounts of the Town are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of governmental funds not recorded directly in those funds.

The Town has the following fund types and account group:

Governmental Funds are used to account for the Town's general governmental activity. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

The Town considers property tax revenues available if they are collected within 60 days after year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received by the Town.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

Governmental funds include the following fund types:

The *General Fund* is the general operating fund of the Town. It is used to account for all financial resources, except those required to be accounted for in another fund.

The *Special Revenue Fund* is used to account for the proceeds of specific revenue sources (other than Expendable Trusts or Capital Projects) that are restricted by law or administrative action to expenditures for specified purposes.

The *Capital Projects Fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Trust Funds).

Proprietary Funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. For Proprietary Fund accounting, the Town applies all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or prior to November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

The *Enterprise Funds* are used to account for those operations that are financed and operated in a manner similar to private business or where the Town has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability. The Enterprise Funds are used to account for the Town's Ice Palace (skating rink) and sewer activities.

The Town has not maintained adequate records to properly account for the Sewer Enterprise Fund using a flow of economic resources measurement focus and the accrual basis of accounting. The Town does not record fixed assets, depreciation, accrued revenues and accrued expenses. Therefore the financial statements of the Sewer Enterprise Fund are reported using the modified accrual basis of accounting, which is a departure from GAAP.

The *Internal Service Fund* is used to account for the financing of services provided by one department to other departments or governmental units. The Town is accounting for its risk financing activities related to health insurance in its Internal Service Fund.

Fiduciary Funds account for assets held by the Town in a trustee capacity or as an agent on behalf of others. Trust funds account for assets held by the Town under the terms of a trust agreement.

The *Expendable Trust Fund* is accounted for in essentially the same manner as governmental fund types, using the same measurement focus and basis of accounting. Expendable trust funds are used to account for trusts where both principal and earnings may be spent.

The *Nonexpendable Trust Fund* is accounted for on the flow of economic resources measurement focus and uses the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. The nonexpendable trust fund is used to account for trusts that stipulate that only earnings, and not principal, may be spent.

The *Agency Fund* is custodial in nature and does not present results of operations or have a measurement focus. Agency funds are accounted for using the modified accrual basis of accounting. This fund is used to account for assets that the Town holds for others in an agency capacity.

Notes to General Purpose Financial Statements

Fiscal Year Ended June 30, 2001

The **General Long-Term Obligations Account Group** is used to account for general long-term debt issued by the Town, compensated absences, claims and judgments that are related to governmental funds.

The General Long-Term Obligations Account Group also includes long-term liabilities of the Sewer Enterprise Fund since the modified accrual basis of accounting is being applied. This is a departure from GAAP.

C. Cash and Investments

The Town's cash and short-term investments are considered to be cash on hand, demand deposits and investments with an original maturity of three months or less from the date of acquisition.

Investments are carried at fair value.

D. Inventories

Inventories are recorded as expenditures at the time of purchase. Such inventories of the Governmental and Proprietary Funds are not material in total to the general purpose financial statements and therefore are not reported.

E. Property Taxes

Property taxes are levied and based on values assessed as of January 1st and are used for the fiscal year beginning on the next July 1st. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st, and are subject to penalties and interest if they are not paid by the respective due date. Tax liens are processed by the last day in September following the last billing cycle. Property taxes levied are recorded as receivables in the fiscal year of the levy and are recorded under the modified accrual basis of accounting.

F. Fixed Assets*Governmental Funds*

The Commonwealth of Massachusetts does not require the Town to capitalize expenditures for General Fixed Assets. Accordingly, such disbursements in the Governmental Funds are considered expenditures in the fiscal year payments are made. As a result of this practice, the accompanying general purpose financial statements do not include a statement of the General Fixed Assets Account Group, which is a departure from GAAP.

Ice Palace Enterprise Fund

Fixed assets of the Ice Palace Enterprise Fund are valued at historical cost, or at estimated historical cost if actual historical cost is not available. Donated fixed assets are recorded at the estimated fair market value at the date of donation. Fixed assets are capitalized upon purchase and depreciated on a straight-line basis. Land is capitalized and not depreciated. The estimated useful lives of fixed assets are as follows:

<u>Description</u>	<u>Estimated Useful Life (Years)</u>
Building and improvements.....	20-40

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

The Town capitalizes all purchases and construction costs in excess of \$1,000 on the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Sewer Enterprise Fund

A complete accounting of fixed assets and depreciation of the Sewer Enterprise Fund has not been maintained and therefore is not reported. This is a departure from GAAP.

G. Interfund/Intrafund Transactions

During the course of its operations, the Town records transactions between Funds and/or between departments. Transactions of a buyer/seller nature between departments within a Fund are not eliminated from the individual Fund statements. Receivables and payables resulting from transactions between Funds are classified as "Due from other funds" or "Due to other funds" on the combined balance sheet.

H. Fund Balances

The Town reports fund balances as reserved and designated where legally restricted for a specific future use. Otherwise, these balances are considered unreserved.

Fund balances have been "reserved for" or "designated for" the following:

"Encumbrances and continuing appropriations" represents amounts obligated under purchase orders, contracts and other commitments for expenditures that are being carried over to the ensuing fiscal year.

"Stabilization" represents the amount accumulated for general and/or capital purposes upon Town Meeting approval.

"Nonexpendable trusts" represents amounts held by the Town for which only investment earnings may be expended.

"Investment in joint venture" represents the Town's equity interest in the operations of the NESWC.

"Subsequent year's expenditures" represents the amount of unreserved fund balance that has been voted to balance the fiscal year 2002 operating budget.

I. Long-term Debt

Long-term financing for Governmental Funds is recorded in the General Long-Term Obligations Account Group. Principal and interest paid on long-term debt are recorded in the General Fund.

Long-term financing of the Ice Palace Enterprise Fund is recorded as bonds payable in the Ice Palace Enterprise Fund. Principal pay downs and interest expenses paid on long-term debt are recorded in the Ice Palace Enterprise Fund.

Long-term financing of the Sewer Enterprise Fund is recorded in the General Long-Term Obligations Account Group since the Town is using the modified accrual basis of accounting for this Fund. This is a departure from GAAP. Principal and interest paid on Sewer Enterprise Fund related long-term debt are recorded in the Sewer Enterprise Fund.

Notes to General Purpose Financial StatementsFiscal Year Ended June 30, 2001J. Investment Income

Investment income from Special Revenue Funds and Capital Project Funds is legally assigned to the General Fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from Proprietary Funds is voluntarily assigned and transferred to the General Fund.

Investment income from the Nonexpendable Trust Fund is legally assigned to the Expendable Trust Fund.

K. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies. For Governmental Funds and the Sewer Enterprise Fund, vested or accumulated vacation and sick leave that are expected to be liquidated with expendable available financial resources are reported as expenditures and fund liabilities. Amounts that are not expected to be so liquidated are reported in the General Long-Term Obligations Account Group.

For the Ice Palace Enterprise Fund, vested or accumulated vacation and sick leave are reported as expenses and a fund liability.

L. Post Retirement Benefits

In addition to providing pension benefits, the Town provides health insurance coverage for retired employees and their survivors. The Town recognizes the cost of providing health insurance by recording its share of insurance premiums in the General Fund in the fiscal year paid. For the fiscal year ended June 30, 2001, this expenditure totaled approximately \$1,060,000. There were approximately 450 participants eligible to receive benefits at June 30, 2001.

M. Use of Estimates

The preparation of general purpose financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the general purpose financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

N. Total Column (Memorandum Only)

The total column used on the Combined General Purpose Financial Statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITYA. Budgetary Information

Massachusetts General Laws (MGL) requires the Town to adopt a balanced budget that is approved by Town Meeting. The Finance and Advisory Board present an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between departments subsequent to the approval of the annual budget, requires majority Town Meeting approval via a supplemental appropriation.

The majority of the Town's appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year.

Generally, expenditures may not exceed the level of spending authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by majority vote of Town Meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original fiscal year 2001 approved budget for the General Fund (which includes the original budget voted at the Annual Town Meeting and prior year encumbrances and continued appropriations) authorized approximately \$66,480,000 in appropriations and other amounts to be raised. During fiscal year 2001, Town Meeting also approved supplemental appropriations totaling approximately \$2,120,000.

The Town Accountant has the responsibility to ensure that budgetary control is maintained on an individual line item appropriation account basis. Budgetary control is exercised through the Town's accounting system.

B. Budgetary - GAAP Reconciliation

Accounting principles followed for purposes of preparing general purpose financial statements on a budgetary basis differ from those used to present general purpose financial statements in conformity with GAAP. A reconciliation of budgetary-basis to GAAP-basis results for the General Fund for the fiscal year ended June 30, 2001, are presented below:

Excess of revenues and other financing sources (uses) over expenditures - budgetary basis.....	\$ 1,039,389
<u>Basis of accounting differences:</u>	
Net change in revenues.....	3,596,000
Net change in expenditures.....	<u>(2,789,695)</u>
Excess of revenues and other financing sources (uses) over expenditures - GAAP basis.....	<u>\$ 1,845,694</u>

C. Excess of Expenditures over Appropriations

For the fiscal year ended June 30, 2001, actual expenditures exceeded appropriations for Health and Human Services and State and County Charges. These over-expenditures will be funded by the fiscal year 2002 budget.

D. Individual Fund Deficits

There are several individual fund deficits within the Special Revenue Fund. These deficits are anticipated to be funded through available fund balance and grant proceeds during fiscal year 2002.

NOTE 3 - CASH AND INVESTMENTS

The Town maintains a cash and investment pool that is available for use by all funds, except the Trust Funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Short-Term Investments". The deposits and investments of the Trust Funds are held separately from those of other Town funds.

At year-end, the carrying amount of the Town's deposits totaled \$16,530,579 and the bank balance totaled \$18,872,660. Of the bank balance, \$810,000 was covered by federal depository insurance, \$3,527,197 was covered by the depositors insurance fund, and \$14,535,463 was uninsured and uncollateralized. The carrying amount of the Town's deposits at June 30, 2001, consists of the following:

Checking, Savings and NOW accounts.....	\$ 8,760,914
Money Market accounts.....	5,921,367
Certificates of deposit.....	<u>1,848,298</u>
Total.....	<u>\$ 16,530,578</u>

Statutes authorize the Town to invest in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's investment pool (the Pool). In addition, there are various restrictions limiting the amount and length of deposits and investments.

The Town participates in the Pool, which meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth of Massachusetts who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Investments are classified as to collateral risk into the following three categories:

- Category 1: Insured or registered, or securities held by the Town or its agent in the Town's name.
- Category 2: Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Town's name.
- Category 3: Uninsured and unregistered, with securities held by the counterparty or its trust department or agent but not in the Town's name.

The Town's investments at June 30, 2001, are classified as category 3 and are summarized as follows:

Town of Burlington

Notes to General Purpose Financial Statements

Fiscal Year Ended June 30, 2001

U.S. Government Securities.....	\$ 531,602
Equity Securities.....	126,556
Fixed Income Securities.....	<u>239,892</u>
Total.....	<u>898,050</u>
Investments not subject to categorization:	
Money Market Mutual Funds.....	3,304,145
Mutal Funds.....	9,294
State Treasurer's Investment Pool (MMDT).. <td><u>4,909,218</u></td>	<u>4,909,218</u>
Total.....	<u>8,222,658</u>
Total Investments.....	\$ 9,120,708

The following is a reconciliation of investments as summarized above to the balance as recorded in the combined balance sheet:

Investments of the Town as summarized above.....	\$ 9,120,708
Less: Short-term investments reported in the combined balance sheet as cash and short-term investments.....	<u>(8,222,658)</u>
Investments of the Town as reported on the combined balance sheet.....	<u>\$ 898,050</u>

The following is a reconciliation of the Town's balance of cash and short-term investments as reported on the combined balance sheet at June 30, 2001:

Carrying amount of cash.....	\$ 16,530,578
Add: Short-term investments.....	<u>8,222,658</u>
Cash and short-term investments as reported on the combined balance sheet.....	<u>\$ 24,753,236</u>

NOTE 4 - FIXED ASSETS

Fixed assets reported in the Ice Palace Enterprise Fund consist of the following at June 30, 2001:

Building.....	\$ 745,000
Land.....	505,000
Building Improvements.....	<u>901,771</u>
Sub-total.....	2,151,771
Less: accumulated depreciation.....	<u>(499,076)</u>
Total fixed assets.....	<u>\$ 1,652,695</u>

NOTE 5 - PENSION PLAN

Plan Description - The Town contributes to the Middlesex Contributory Retirement System (System), a cost-sharing multiple-employer defined benefit pension plan administered by the Middlesex Retirement Board. Substantially all employees are members of the System except for public school teachers and certain administrators who are members of the Commonwealth of Massachusetts Teachers Contributory Retirement System to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are funded by the Commonwealth of Massachusetts (the Commonwealth). The amount of these on-behalf payments totaled approximately \$3,606,000 for the fiscal year ended June 30, 2001, and, accordingly, are reported in the General Fund as Intergovernmental Revenues and Pension Expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 are funded by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Middlesex Contributory Retirement Board and are funded by the System. The System issues a publicly available financial report in accordance with guidelines established by the Commonwealth's Public Employee Retirement Administration Commission. That report may be obtained by contacting the System located at 40 Thorndike Street, Cambridge, MA 02141.

Funding Policy - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the systemwide actuarial determined contribution, which is apportioned among the employers based on active current payroll. The contributions of plan members and the Town are governed by Chapter 32 of the MGL. The Town's contributions to the System for the fiscal years ended June 30, 2001, 2000, and 1999 were \$2,225,817, \$2,225,714, and \$2,228,417 respectively, which equaled its required contribution for each fiscal year.

NOTE 6 - SHORT-TERM FINANCING

The Town is authorized to borrow on a temporary basis to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Notes to General Purpose Financial Statements

Fiscal Year Ended June 30, 2001

Short-term loans are general obligations of the Town and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the General Fund and Enterprise Funds, respectively.

As of June 30, 2001, the Town had no short-term debt outstanding.

NOTE 7 - LONG-TERM DEBT

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 5% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, a Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

As authorized by the Commonwealth, the Town advance refunded certain general obligation and other bonds through the issuance of \$5,985,000 of general obligation refunding bonds during fiscal year 1994. At June 30, 2001, \$2,455,000 of the bonds refunded are outstanding and considered defeased.

Details relating to the Town's outstanding indebtedness at June 30, 2001, and the debt service requirements are as follows:

Bonds and Notes Payable Schedule – Governmental Funds

Project	Date of Issue	Interest Rate (%)	Outstanding at June 30, 2000	Issued	Redeemed	Outstanding at June 30, 2001
Land Acquisition #1.....	01/15/90	6.80%	\$ 820,000	\$ -	\$ 410,000	\$ 410,000
Land Acquisition #2.....	04/15/90	7.17%	220,000	-	110,000	110,000
Police Station	12/15/91	6.17%	725,000	-	145,000	580,000
Library.....	01/15/94	4.74%	2,090,000	-	150,000	1,940,000
Land Acquisition #1.....	02/15/94	4.86%	3,565,000	-	47,000	3,518,000
Land Acquisition #2.....	02/15/94	4.86%	360,000	-	7,000	353,000
Police Station.....	02/15/94	4.86%	907,000	-	9,000	898,000
Wyman School.....	11/01/95	5.90%	4,555,000	-	300,000	4,255,000
GOB - 1998.....*	12/01/97	4.70%	10,400,000	-	675,000	9,725,000
GOB - 2000.....*	12/01/99	5.43%	2,555,000	-	165,000	2,390,000
Total.....			<u>\$ 26,197,000</u>	<u>\$ -</u>	<u>\$ 2,018,000</u>	<u>\$ 24,179,000</u>

* General Obligation Bond (GOB)

Notes to General Purpose Financial Statements

Fiscal Year Ended June 30, 2001

Debt service requirements for principal and interest for governmental bonds payable in future fiscal years follow:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2002.....	\$ 2,008,000	\$ 1,176,936	\$ 3,184,936
2003.....	2,005,000	1,075,200	3,080,200
2004.....	1,993,000	986,165	2,979,165
2005.....	1,983,000	896,145	2,879,145
2006.....	1,862,000	805,284	2,667,284
Thereafter...	14,328,000	3,871,373	18,199,373
Total.....	\$ 24,179,000	\$ 8,811,101	\$ 32,990,101

Bonds Payable Schedule – Ice Palace Enterprise Fund

<u>Project</u>	<u>Date of Issue</u>	<u>Interest Rate (%)</u>	<u>Outstanding at June 30, 2000</u>	<u>Issued</u>	<u>Redeemed</u>	<u>Outstanding at June 30, 2001</u>
Ice Palace.....	12/15/91	6.17%	\$ 405,000	\$ -	\$ 70,000	\$ 335,000
Ice Palace.....	02/15/94	4.86%	758,000	-	7,000	751,000
Ice Palace.....	12/01/99	5.43%	500,000	-	50,000	450,000
Total.....			\$ 1,663,000	\$ -	\$ 127,000	\$ 1,536,000

Debt service requirements for principal and interest for the Ice Palace Enterprise Fund bonds payable in future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2002.....	\$ 132,000	\$ 78,672	\$ 210,672
2003.....	135,000	71,578	206,578
2004.....	142,000	64,188	206,188
2005.....	152,000	56,320	208,320
2006.....	158,000	47,744	205,744
Thereafter.....	817,000	120,025	937,025
Total.....	\$ 1,536,000	\$ 438,526	\$ 1,974,526

Notes to General Purpose Financial Statements

Fiscal Year Ended June 30, 2001

The Commonwealth has approved school construction assistance to the Town. The assistance program, which is administered by the School Building Assistance Bureau, provides resources for future debt service of general obligation school bonds outstanding. During fiscal year 2001, the Town received approximately \$262,000 of such assistance. Approximately \$4,456,000 will be received in future fiscal years. Of this amount, approximately \$912,000 represents reimbursement of long-term interest costs, and approximately \$3,544,000 represents reimbursement of approved construction costs. Accordingly, an intergovernmental receivable and corresponding deferred revenue have been reported in these general purpose financial statements in the amount of \$3,544,420.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. As of June 30, 2001, the Town's authorized and unissued debt totaled \$1,850,000 and is summarized as follows:

Description	Date Authorized	Amount Authorized and Unissued
Water Treatment Plant.....	05/18/87	\$ 1,600,000
School Renovations.....	06/16/98	<u>250,000</u>
Total.....		<u>\$ 1,850,000</u>

General Long-Term Obligations Account Group

The Town records its liability for long-term bonds and notes in the General Long-Term Obligations Account Group. Other general long-term obligations recognized by the Town are its obligations under compensated absences (vacation and sick pay benefits), workers' compensation claims and other long-term liabilities. These liabilities will be liquidated in the future from Governmental Funds and the Sewer Enterprise Fund.

During the fiscal year ended June 30, 2001, the following changes occurred in liabilities reported in the General Long-Term Obligations Account Group:

	Balance July 1, 2000	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Net Increase (Decrease)	Balance June 30, 2001
Long-term bonds and notes.....	\$ 26,197,000	\$ -	\$ 2,018,000	\$ -	\$ 24,179,000
Environmental settlement.....	356,702	-	-	(118,900)	237,802
Workers' compensation.....	122,000	-	-	(62,000)	60,000
Compensated absences.....	<u>2,700,000</u>	<u>-</u>	<u>-</u>	<u>28,000</u>	<u>2,728,000</u>
Total.....	<u>\$ 29,375,702</u>	<u>\$ -</u>	<u>\$ 2,018,000</u>	<u>\$ (152,900)</u>	<u>\$ 27,204,802</u>

NOTE 8 - STABILIZATION FUND

The Town has \$300,451 in a stabilization fund classified in the Expendable Trust Fund. The stabilization fund may be used for general and/or capital purposes upon Town Meeting approval.

NOTE 9 - RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance.

The Town is self-insured for its workers' compensation (excluding public safety employees injured on duty) and health insurance activities.

Workers' Compensation

Workers' compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations. The Town estimates its future workers' compensation liability based on history and injury type.

At June 30, 2001, the amount of the liability for workers' compensation claims totaled \$60,000. As of June 30, 2001, the Town has not adopted a formal plan for funding this accrued liability.

Changes in the reported liability since July 1, 1999 are as follows:

	Balance at Beginning of Fiscal Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Fiscal Year-End
Fiscal Year 2000.....	\$ 157,000	\$ 70,155	\$ (105,155)	\$ 122,000
Fiscal Year 2001.....	122,000	55,961	(117,961)	60,000

Health Insurance

Health insurance claims are administered by a third party administrator and are funded on an as needed basis from the Town's Internal Service Fund. The Town estimates its Incurred But Not Reported (IBNR) claims based on historical trend analysis. At June 30, 2001, the amount of the liability for health insurance claims totaled \$712,000. This liability is the Town's best estimate based on available information.

Changes in the reported liability since July 1, 1999, are as follows:

	Balance at Beginning of Fiscal Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Fiscal Year-End
Fiscal Year 2000.....	\$ 704,000	\$ 5,246,690	\$ (5,224,690)	\$ 726,000
Fiscal Year 2001.....	726,000	6,981,141	(6,995,141)	712,000

NOTE 10 – SUN MICROSYSTEMS AGREEMENT

The Town entered into a Tax Increment Financing (TIF) Agreement with Sun Microsystems, Inc. for the exemption of taxes on all development of property located between Middlesex Turnpike, Burlington Road and Route 3, Burlington, Massachusetts in accordance with the Massachusetts Economic Development Incentive Program and Chapter 32A of the MGL.

The exemption is for a period of twenty years commencing with fiscal year 1998 and ending with fiscal year 2017. The agreement provides an exemption from taxation on the value of all improvements on the site constructed and used for office and/or research and development purposes for each phase of the project and for the value of all personal property located on the site.

Sun Microsystems, Inc. has agreed to pay the Town the sum of \$6,000,000 to be used by the Town for the implementation of a technology plan for the School system and for such other purposes as the Board of Selectmen deem advisable. The sum is payable in ten equal semi-annual installments of \$600,000, each due on June 1st and January 1st of the first five years of the exemption period that began on June 1, 1997. These revenues and related expenditures are recorded in the Special Revenue Fund.

NOTE 11 – ENVIRONMENTAL SETTLEMENT CLAIM

In 1989, the Town, along with other municipalities, was named as a third-party defendant in a lawsuit filed by the United States of America and the Commonwealth against a trucking company and others. The Towns were alleged to have arranged with the trucking company and others for the transportation, disposal, storage or treatment of hazardous substances and materials at the trucking company's landfill. The Town has agreed to settle this lawsuit. The Town's portion of the settlement, less recovery from insurance companies, totaled \$1,189,000, which began being paid over a 10-year period, at 4% interest per annum, in fiscal year 1994. The annual payments are raised and appropriated each fiscal year. The liability remaining at June 30, 2001, totaled \$237,802, which is reflected in the General Long-Term Obligations Account Group.

NOTE 12 - COMMITMENTS

The Town has entered into, or is planning to enter into, contracts totaling approximately \$1,650,000 for upgrades to the Water Treatment Plant and \$250,000 for renovations to the School facilities.

Under the terms of an agreement with the State Department of Environmental Management and Wheelabrator North Andover, Inc. (WNAI) (formerly Massachusetts RefuseTech, Inc.), the Town is unconditionally obligated to make certain payments for its portion of the costs of using a resource recovery plant based on its projected minimum tonnage of solid waste to be disposed of at the plant. The cost to the Town under the agreement totaled approximately \$1,339,000 during fiscal year 2001. The facility was financed by the issuance of bonds in the amount of approximately \$197,000,000. In the event of a facility failure, under circumstances in which the WNAI is not required or is unable to pay damages, the Town's indirect share of the bonds, based on the aggregate projected minimum disposal tonnage of all participating communities, would be 5.49% of the total.

NOTE 13 - CONTINGENCIES

The Town participates in a number of federal award programs. Although the Town grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2001, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2001, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2001.



In recognition of Police Departments throughout the U.S.A.

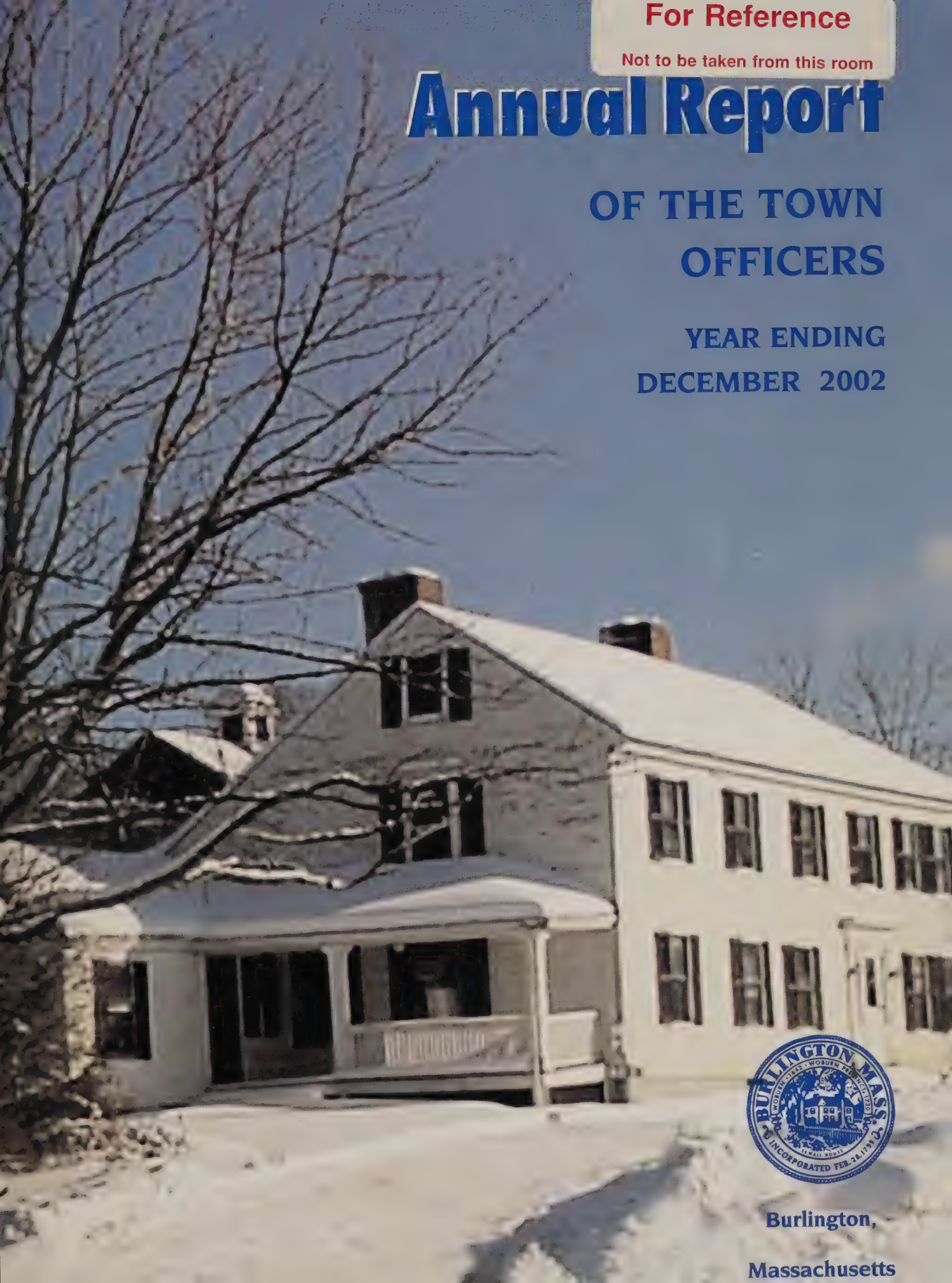
For Reference

Not to be taken from this room

Annual Report

**OF THE TOWN
OFFICERS**

**YEAR ENDING
DECEMBER 2002**



Burlington,

Massachusetts

ANNUAL REPORT
OF THE
TOWN OFFICERS
YEAR ENDING
DECEMBER 2002



BURLINGTON
MASSACHUSETTS

In Memoriam

Frank E. Baxter, Planning Board

Margaret A. Burke,
Election Worker

Lincoln W. Daigle, Burlington
Housing Authority

Theresa D'Angelo, School Teacher

Herman D. Graham,
Planning Board

Robert Guidoboni, Fire
Department

Rita McKnight, School Teacher

Margaret Queen, School Teacher

S. Josephine Ramsey,
School Teacher

Dorothy Sousa, Town Hall
Switchboard Operator

Amando Spinosa, Custodian



ON THE COVER: Grandview Farm acquired by the Town in 2002 (Photo by Alan C. Nelson, cover by Peter Amirault of TYPE A)

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Special thanks to Pauline Crusco for all her effort and hard work organizing this report.

TOWN OF BURLINGTON DIRECTORY

Department Town of Burlington	Telephone (Area Code 781)	E-mail/Web Address
Burlington Web		www.burlington.org
Information/Connecting all Departments	270-1600	
Main Fax Number Connecting Offices	270-1608	
Accounting	270-1610	accounting@burlmass.org
Assessors	270-1650	assessor@burlmass.org
B-CAT	273-5922	bcat@burlington.mec.edu
B-Line Information	270-1965	
Board of Health		
Public Nurse	270-1957	nurse@burlmass.org
Sanitarian/Environmental Engineer	270-1954	health@burlmass.org
Building Inspector	270-1615	building@burlmass.org
Community Life Center	270-1961	bclc@burlmass.org
Conservation Commission	270-1655	conservation@burlmass.org
Council On Aging	270-1950	coa@burlmass.org
C.O.A. Lunch Line	270-1952	
Dog Pound	270-1698	aco@burlmass.org
Emergency Management Agency	270-1914	
Fire		
Emergency/Ambulance	911	
TDD for the Deaf	229-4367	
Business	270-1925	fire@burlmass.org
Library	270-1690	library@burlmass.org
Planning Board	270-1645	planning@burlmass.org
Police		
Emergency	911	
TDD for the Deaf	229-4852	
Business	270-1914	police@burlmass.org
Public Works	270-1670	dpw@burlmass.org
Chestnut Hill Cemetary	229-1879	
Pine Haven Cemetery	270-1982	
Central Maintenance	270-1678	
Engineering	270-1640	engineering@burlmass.org
Highway	270-1677	
Water & Sewer Utilities Division	270-1679	
Sewer Section	229-2043	
Mill Pond Water Treatment Plant	270-1680	
Vine Brook Ground Water Treatment Plant	270-1682	
Recreation		
Office	270-1695	recreation@burlmass.org
Garage	270-1697	
School Department	270-1800	www.burlington.mec.edu
Burlington High School	270-1838	
Foxhill School	270-1791	
Francis Wyman School	270-1701	
Marshall Simonds School	270-1781	
Memorial School	270-1721	
Pine Glen School	270-1712	
Selectmen	270-1630 and 270-1631	selectmen@burlmass.org
Shawsheen Regional Technical School	(978) 667-2111	www.shawsheen.tec.ma.us
State Internet Portal		www.mass.gov
Tax Collector	270-1625	tax@burlmass.org
Town Administrator	270-1635	selectmen@burlmass.org
Town Clerk	270-1660	clerk@burlmass.org
Treasurer	270-1623	treasurer@burlmass.org
Veterans Agent	270-1959	veterans@burlmass.org

Annual Reports of the Town of Burlington, Massachusetts 2002

*A part of Woburn in 1642, a Woburn
Precinct as of 1730.*

*Burlington was incorporated as a town on
February 28, 1799.*

Population as of January 2002: 23,140.

Area of Town - 7,577 acres or 11.88 square miles.

Tax Rate FY03 - Residential: \$ 8.20

Commercial: \$23.70

Elevation at Town Hall - 220 feet above sea level.

Governor:	Jane Swift, Acting State House Boston, MA 02133
U.S. Senators:	Edward M. Kennedy 2400 John F. Kennedy Federal Bldg. Boston, MA 02203 John F. Kerry 1 Bowdoin Square, 10th Floor Boston, MA 02114
Congressman: 6th District	John Tierney 17 Peabody Square Peabody, MA 01960
Councilor: 6th District	Michael J. Callahan 500 Salem St. Medford, MA 02155
State Senator: 4th Middlesex	Robert A. Havern State House, Room 513 Boston, MA 02133
Representative:	Charles Murphy 21 Middlesex State House, Room 166 Boston, MA 02133

TOWN GOVERNMENT SCHEDULE

Board of Appeals	Meets on the first and third Tuesdays of the month, Town Hall, 7:30 P.M.
Board of Assessors	Meets the second Thursday of the month, Town Hall, 4:30 P.M.
Board of Health	Meets the second and fourth Tuesdays of the month, Town Hall, 7:00 P.M.
Board of Selectmen	Meets the second and fourth Mondays of the month, Town Hall, 7:00 P.M.
Conservation Commission	Meets the second and fourth Thursdays of the month, Town Hall, 7:00 P.M.
Council on Aging	Meets the second Wednesday of the month, 61 Center St., 10:00 A.M.
Historical Commission	Meets the third Wednesday of the month, Town Hall Annex, 7:00 P.M.
Housing Authority	Meets on the first Wednesday of the month, 15 Birchcrest St., Noon
Library Trustees	Meets on the second Thursday of the month, Library, 7:00 P.M.
Planning Board	Meets the first and third Thursdays of the month, Town Hall, 7:30 P.M.
Recreation Commission	Meets on the second and fourth Mondays, 61 Center St., Rm. 103 7:00 P.M.
School Committee	Meets the second and fourth Tuesdays of the month, Burlington High School, 7:30 P.M.
State Representative Charles Murphy	Public hours the third Wednesday of the month, 61 Center St. Room 103, 6-7 P.M.
Town Meeting	Meets the second Monday in January, May (annual), and September, Fogelberg Auditorium, Burlington High School, 7:30 P.M.

All other scheduled board/committee meetings are posted at Town Hall and are published as a monthly calendar on the Town Clerk's web page www.burlington.org/clerk then click on the link to Public Meetings/Hearings.

TOWN HALL SCHEDULE

Open Daily:	8:30 a.m. - 4:30 P.M., Monday
All offices	thru Friday
Except Holidays/Weekends	4:30 P.M. - 6:30 P.M. 2nd and 4th Thursdays of the month: Assessors; Building Dept.; Conservation Commission (by appointment); Town Clerk; Town Archives (4th) and Tax Collector.
	Nurse: Walk-in Clinic 2nd and 4th Wednesdays, 3:30 P.M. - 6:30 P.M. Human Services Center, 61 Center St.
	Board of Health/Lahey Clinic Free Care Community Clinic, 2nd and 4th Thursdays, 5:00 P.M. - 8:00 P.M. by appointment only, call the nurse at 270-1957. This program is offered to residents aged 19 - 65 who do not have health insurance or are under insured.

ELECTED OFFICIALS

Town Clerk (5 Yrs.)

Jane L. Chew	7 Winn Valley Dr.	2006
<i>Elected 4/85</i>		

Moderator (1 Yr.)

Robert P. Marrano	14 Michael Dr.	2003
<i>Elected 4/98</i>		

Selectmen (3 Yrs.)

Albert L. Fay, Jr.	11 Raymond Rd.	2003
<i>Elected 4/00</i>		
Gary J. Gianino	11 Thornton Dr.	2005
<i>Elected 4/93</i>		

Joseph A. Impemba	11 Briarwood Ln.	2003
<i>Elected 4/91</i>		
Kevin B. McKelvey	4 Allison Dr.	2004
<i>Elected 4/98</i>		
Juliet M. Perdichizzi	239 Fox Hill Rd.	2004
<i>Elected 4/97</i>		

Assessors (3 Yrs.)

Lisa M. Annunziata	5 Independence Dr.	2004
<i>Appt. 7/99 Elected 4/00</i>		
Michael W. Crocker	15 Thornton Dr.	2005
<i>Appt. 2/98 Elected 4/98</i>		
Paul R. Sheehan	5 Thornton Dr.	2003
<i>Appt. 1/99 Elected 4/99</i>		

Treasurer/Collector (3 Yrs.)

Brian P. Curtin	3 Lee Ave.	2004
<i>Elected 4/76</i>		

School Committee (3 Yrs.)

John T. Lyons	105 Bedford St.	2003
<i>Elected 4/97</i>		
Christine M. Monaco	18 Corcoran Rd.	2004
<i>Elected 4/92</i>		
Thomas F. Murphy, Jr.	3 Lexington St.	2004
<i>Elected 4/93</i>		
Stephen A. Nelson	25 Fairfax St.	2005
<i>Elected 4/96</i>		
John L. Vanella	8 Pearson Circle	2005
<i>Elected 4/81</i>		

Library Trustees (3 Yrs.)

Paula F. Bernard, Jr.	263A Cambridge St.	2003
<i>Appt. 10/02 (Term 2005)</i>		
Elliot J. Chikofsky	75 Lexington St.	2003
<i>Elected 4/00</i>		
Orise P. Desautels	7 Joanne Rd.	2004
<i>Elected 4/01</i>		
Edith F. Entwistle	62 Beaverbrook Rd.	2005
<i>Elected 4/96</i>		
Ellen Marie Ferguson	76 Francis Wyman Rd.	2004
<i>Elected 4/01 (W/I)</i>		
Clifton E. Reed	14 Gedick Rd.	2003
<i>Appt. 12/98 Elected 4/99</i>		

Planning Board (5 Yrs.)

Peter J. Coppola	2 Garrity Rd.	2003
<i>Elected 4/83</i>		
Ernest E. Covino, Jr.	1 Marvel Ave.	2005
<i>Elected 4/89</i>		

Town of Burlington

John A. DeFrancesco <i>Elected 4/82</i>	50 Westwood St.	2007
Albert L. Fay, Jr. <i>Elected 4/94</i>	11 Raymond Rd.	2004
Jayne L. Hyde <i>Elected 4/96</i>	6 Hallmark Gardens #1	2007
Paul R. Raymond <i>Elected 4/90</i>	1 Dorothy Rd.	2005
Paul F. Roth <i>Appt. 10/97 Elected 4/98</i>	249 Fox Hill Rd.	2006

Board of Health (3 Yrs.)

James J. Dion <i>Elected 4/97</i>	19 Crystal Circle	2003
Eugene Terry McSweeney <i>Elected 4/99</i>	1 McSweeney Way	2005
Catherine E. Read <i>Appt. 3/02</i>	22 University Ave.	2003
Jane M. Richard <i>Elected 4/91 Res. 2/02</i>	407 Cambridge St.	2003
Edmund F. Wall <i>Elected 4/01</i>	4 Waite Ave.	2004
Edward J. Weiner <i>Elected 4/89</i>	43 Freeport Dr.	2004

Constable - 1st (3 Yrs.)

Sheila E. Howard <i>Elected 4/96</i>	2 Hallmark Gardens #4	2004
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Constable - 2nd (3 Yrs.)

Anthony J. Saia <i>Elected 4/77</i>	27 Alcine Ln.	2004
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Housing Authority(5 Yrs.)

Joseph J. Arena <i>Elected 4/84</i>	10 Moss St.	2004
M. Harrison Graham <i>Elected 4/81</i>	14 Birchcrest St. #D2	2006
James Marchese <i>Elected 4/95</i>	1 Barbara Circle	2003
James J. Rogers <i>Gov. Appt.</i>	42 Locust St.	2004
Michael S. Runyan <i>Elected 4/02</i>	7A Mountain Rd.	2007

Recreation Commission (3 Yrs.)

John J. Ferren <i>Elected 4/97</i>	37 Lantern Ln.	2003
Karen Hoyt <i>Appt. 11/00 Elected 4/01</i>	8 Porter Ave.	2004

Paul R. Raymond <i>Planning Bd. Appt.</i>	1 Dorothy Rd.	2005
Kevin J. Sullivan <i>Elected 4/01</i>	14 Frothingham Rd.	2005
John L. Vanella <i>School Comm. Appt.</i>	8 Pearson Circle	2005
Shawsheen Tech (3 Yrs.)		
John P. Miller <i>Elected 4/78</i>	1 Holden Ave.	2003
Alfred J. Verrier <i>Elected 4/89</i>	12 Mohawk Rd.	2005

REPORT OF THE BOARD OF SELECTMEN AND THE TOWN ADMINISTRATOR



Front row (left to right): Albert L. Fay, Vice Chairman; Joseph A. Impemba, Chairman; Kevin B. McKelvey; Back row (left to right): Juliet M. Perdichizzi; Gary I. Gianino

BOARD OF SELECTMEN

The Board of Selectmen and the Administration faced a number of very difficult decisions in 2002 as we attempted to balance the increasing demands for service with the reality of a very difficult economy that has adversely affected a number of our most vulnerable citizens. As we discussed the issues before us we remained cognizant of the difficulties people in the community were faced with because of the recessionary economy. The Town will need to deal with a number of costly items in the very near future which affect

the quality of life our residents have come to expect and the dilemma we as elected officials face is how we meet these needs while fully understanding the financial stress many families are dealing with in today's environment. To that end, the Board approved a tax rate in November for our residential payers of \$8.20 per thousand that is among the lowest rate of any mid size community in Massachusetts.

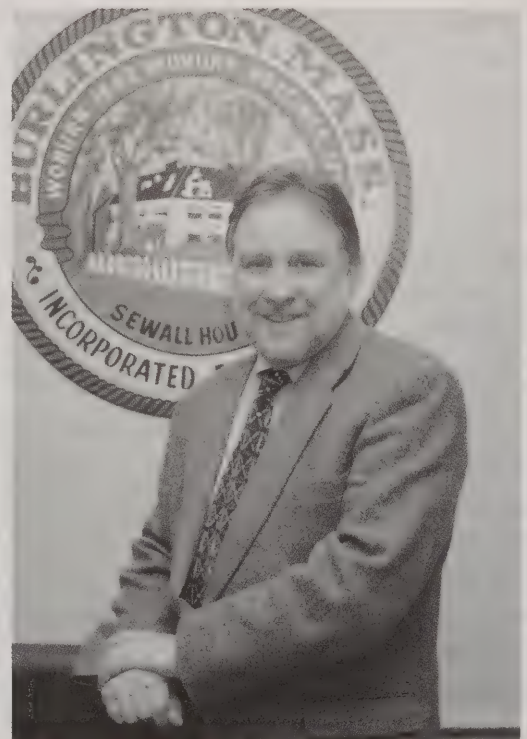
The Board has had a number of discussions with our School Committee concerning the facilities needs that the School system has identified in their Capital budget plans. The Town Meeting discussed various options for major renovations and new construction during the May Town Meeting and ultimately decided not to support a plan at this point in time. It now appears that the preferred plan of action will be to request the Board of Selectmen to place a "Debt Exclusion" question on a ballot in the spring of 2003 to allow for a building plan that is estimated to cost \$45,000,000. If the question passes, an Article will be prepared for the May Town Meeting to seek authorization to bond the total amount necessary to complete this construction.

During the past year the Board continued to pursue initiatives that are important to the Town and to develop new policies to effectuate change in a number of important areas. In April of this year, the Board saw the re-election of Gary Gianino to the Board and re-organized by electing Joseph Impemba to once again serve as Chairman of the Board. Al Fay was elected Vice-Chairman. The Board and the Administration greatly appreciate the leadership of Juliet Perdichizzi during the preceding term.

In addition to our responsibilities for the fiscal affairs of the Town, the board also took the initiative to open better lines of communication with the Burlington Housing Authority to discuss issues of mutual concern regarding the housing options in this community. This has produced an exchange of ideas that will provide us with new opportunities to address our overall housing goals for the residents of Burlington. The Board also dealt with the issue of the Early Retirement Incentive for this year which provided the opportunity for some 30 employees (Town/School) to retire in November while providing our Administration with the opportunity to re-organize and restructure some of these positions in a cost savings move. We wish all these dedicated long time employees the best in their retirement years.

In the area of appointments, the Board had to deal with the retirement of our long time, respected Town Accountant Mr. Patrick Mullin who took advantage of the Early Retirement program for the Town. After a professional recruitment by our senior financial team, Gail LaPointe from Lynnfield was recommended to us for appointment and we appointed her to begin work in Burlington after the new year. Our heartfelt thanks go out to Pat for his outstanding 28 years of service to this community. Additionally, the Board has appointed a 20 person committee to evaluate future uses for the Grandview Farm site with the expectation that we will bring a plan of action to the May 2003 Town Meeting. Finally, the Board was involved in appointing two residents to unexpired terms for the Board of Health and the Library Trustees during the year.

TOWN ADMINISTRATOR



Town Administrator Robert A. Mercier

This has once again been a very busy and exciting year for the Town Administrator in Burlington. The Town remains one of the leading edge communities in the region in terms of quality of service provided which is reflected in the ability of our employees and their commitment to provide these services in an efficient and respectful manner. I am, howev-

er, concerned about our ability to continue to provide these services in a timely fashion given the state of the local and national economy as we close calendar year 2002. I expect our next fiscal year will be very difficult as local communities are forced to share the burden of what appears to be a \$2,000,000,000 to \$3,000,000,000 deficit in the state budget for next year. However, Burlington has long been blessed with leaders who understood that our economy works in a cyclical way and that good economic times are always followed by a general downturn and we have attempted to prepare ourselves for this inevitable cycle. We will manage our way through these times with as little disruption of service as we can because of our employees commitment to service, our fiscal conservatism and the understanding of our citizenry that we all will share in the belt tightening necessary to preserve our essential services.

Utilities/Facilities

As I mentioned last year, the Town has been aggressively evaluating all of our so-called fixed cost relating to energy consumption, utility demands and asset management of our facilities. Last year we purchased a new state of the art phone system that over a period of time will save the Town substantial amounts of money as we will own the equipment and no longer have to pay a "lease" charge to the phone company for their equipment. In addition, we negotiated a three-year fixed cost contract for the purchase of electricity that in the first 5 months of implementation has decreased our anticipated expenditures by nearly \$50,000 town wide! As a new initiative, the Town is now exploring the outright purchase of the 2400+/- streetlights from Nstar to again save the annual depreciation cost assessed to us by the utility company. We estimate that after the price of purchase is factored in, the Town could realize an annual savings of between \$150,000 and \$200,000 in our streetlight line item. Finally, the Town has aggressively negotiated with the telecommunication carriers to locate their facilities on Town property (the Center Street Water Tower and the Pine Haven Cemetery) that will generate a revenue stream to the Town on an annual basis in excess of \$150,000 per year in payments.

Personnel

During calendar year 2002, the Town Administrator filled a number of important positions within the Town's senior management staff. As the new year commenced, I completed the comprehensive assessment of qualified can-

didates for the Police Chief position. After an exhaustive interview process, I selected Francis Hart to be the next Burlington Police Chief and lead the Department into the next millennium. In the Conservation Department, Kristen Phelps resigned in the spring and I filled this important position with John Keeley who previously served as the Conservation Administrator in neighboring Wilmington. I also filled the vacant Assistant Fire Chief position by promoting Lieutenant Lee Callahan to this management position within the Fire Department. I also made a number of promotional appointments within our Departments as the impact of the Early Retirement Initiative was evaluated in each of our Departments. Clearly, the largest impact on our employee base during 2002 was the adoption of the ERI. This program allowed 31 employees the opportunity to retire and opened up a number of options for the management of the community to consider including re-structuring and re-organization of some positions. Additionally, we were able to show significant salary savings with the retirement of long-term employees being replaced by entry-level staff. At this point, the majority of positions have been filled albeit I have left some vacancies in Departments as the reality of budget cutbacks becomes more and more a part of our financial planning process. I want to take this opportunity to sincerely thank all of our employees who left our employment. By their collective efforts, they truly "have made a difference" in the lives of Burlington residents. Finally, as a professional manager in this community for 10+ years, I must admit to a personal sense of loss with the retirement of Mr. Mullin. Pat was not only an outstanding Town Accountant but more importantly was a friend and confidant to me. Pat's technical skills will be replaced and the Town will continue to function in an efficient and effective manner. However, I and many others will miss his humor and pragmatic approach to local government. Good luck to all our retirees.

Land Acquisition/Asset Management

The Town continued to pursue the acquisition of environmentally and historically significant sites during calendar year 2002. In the spring, the Town received notice that our application for \$162,000 from the state for the acquisition of the Clapp's Mill had been approved and we completed the purchase to acquire this property soon thereafter. The Town also purchased a 15+-acre site with the assistance of a \$466,000 grant from the Route 3N "Open Space" fund. The Town Meeting has overwhelmingly supported these ini-

tatives by committing to the Town's matching appropriation at two separate Town Meetings during 2002. Burlington officially became the owner of the Grandview Farm during 2002 with the recording of the deed documents in the fall for all three properties involved in the Land Swap.

Fiscal Concerns

Obviously, an overriding concern of the Administration during 2002 has been the economy and its effect on our ability to raise the revenue necessary to continue to provide our services to the residents of Burlington. The Town has been impacted by the slowdown in the economy and its affect has been most noticeable in the area of Capital expenditures. The FY 2003 budget reflected the lowest amount of money spent on Capital needs in a decade. Additionally, to "maintain" our current level of service, the Town supplemented our operating budget with "free cash" reserves for the first time in memory. We expect to also supplement the FY 2004 budget with "free cash" to again maintain a level service delivery for our residents. Fortunately, we do have extra capacity within our Tax levy if needed but that would require a significant property tax increase on our residents during a difficult financial time for many who live within the community. We have also set aside an amount of money in a Stabilization account to prepare us in the future for expected Capital needs and essential equipment. As I prepare this document, the economic news for our budget in 2003 is not positive. The new Governor has announced a budget deficit of \$600,000,000 for this year! Burlington will need to cut about \$300,000 out of this year's budget to accommodate the shortfall. I am very concerned about the ominous dark clouds ahead for FY2004. I fully expect that Burlington will receive between \$1,000,000 and \$2,000,000 less in state aid for 2004 than we received in 2003! This news is being delivered to us as we continue to deal with our burgeoning Health Insurance cost, Retirement assessments, escalating comprehensive Insurance cost and a fragile local economy. If this scenario comes to fruition, the residents will see a clear impact on our ability to deliver services in the coming years.

Summary

The Town will be faced with a number of challenges as we move into 2003. There is no doubt that the next few years will be difficult for all local governments as the demand for service continues to escalate and our ability to pay for these services through the regressive property tax

becomes more and more burdensome to our residents. Additionally, as local government managers we are now faced with issues never before brought down to the local Government arena: security of facilities, terrorism planning, potential bio-terrorism events etc., etc. Burlington has always shown tremendous resiliency in the face of adversity and difficult times. Our elected officials and our employees understand the wide range of challenges before us and I remain very confident we will manage the community in a responsible and fiscally prudent manner.

I look forward to these challenges and I need to re-emphasize that my confidence is predicated on the knowledge that Burlington is blessed by volunteers who willingly share their knowledge and expertise on many of our Boards and Commissions. This sense of community pride shown by our officials and paid staff will bode well for Burlington and I am proud to be your Town Administrator during this difficult period.

Finally, I could not accomplish any of my goals and objectives without the full support and untiring dedication and loyalty of my professional staff. Although I remain the figurehead, my staff performs the everyday tasks of keeping our government efficient and responsive. I am grateful to them and to all our employees who have embraced the concept of public service and commitment to community. To all of you, I say "Thank You" for being the best!

Thank you.

Respectfully submitted,

The Board of Selectmen:

Joseph A. Impemba, Chairman
Albert L. Fay, Jr., Vice-Chairman
Gary J. Gianino, Member
Juliet M. Perdichizzi, Member
Kevin B. McKelvey, Member

Administration:

Robert A. Mercier, Town Administrator
Lawrence M. Rittenberg, Assistant Town Administrator

Professional staff:

Janis Critch, Executive Assistant to the T.A.
Pauline Crusco, Principal Clerk
Sandra Madigan, Principal Clerk
Jean Gallant, Senior Clerk

HUMAN RESOURCES DEPARTMENT

In the year 2002, many exciting initiatives unfolded within the realm of the Town's most important resources – employees. June 7, 2002 marked the first municipal "Employee Appreciation Day" and employee turnout was overwhelming.

Employee Appreciation Day could not have been such a success without the support and contributions of the planning committee, which consisted of union representatives and departments throughout the community. Over 60 raffle prizes were donated by local businesses with the help of our employees and the Lydia Warren Band provided the entertainment. The employees who were able to have caricature drawings created had some of the most fun!

The only thing that could have made our Employee Appreciation Day better would have been the weather; the sun finally decided to come out at the end of our event! I would personally like to thank Inspector Bob Aloisi, Jane Chew, Brendan Egan, Mary Fay, Peg Gelinis, Jayne Hyde, Firefighter Ed McLean, ACO Gerry Mills and Rich Reid for their generous contributions of time, raffle prizes and support in making June 7th a success!

Another major event in 2002 was the Town's adoption of Chapter 116 of the Acts of 2002, the Early Retirement Incentive Program (ERI). On November 15, 2002 the Town of Burlington saw 31 long-term and valued employees retire under the provisions of the ERI. Employees retired from public safety, public works, the library, municipal and school administrative and custodial positions and inspectional services. There were a variety of going away parties and the race was on to fill the vacancies of our retirees. Good-bye and best wishes to you all! You will be missed!

2002 has been a busy and exciting year. I anticipate the challenges and initiatives that 2003 promises to bring. I wish to extend my sincerest thanks to Town Administrator Bob Mercier and School Superintendent Bill Connors for their guidance and continued support of my duties to both the municipal and school departments and to Janis Critch, Pauline Crusco, Jean Gallant, Jane Richard and Rosemary DeSousa whose administrative assistance keep me organized and efficient!

Respectfully submitted,

Anne Marie Tucciarone-Mahan
Human Resources Director

TOWN COUNSEL

During 2002, Town Counsel handled a number of complex litigation matters. In addition, the firm rendered numerous legal opinions to various Town boards, approved contracts as to form, and handled a number of real estate transactions. There are currently fourteen active litigation cases involving the Town and the School Department. Ten of these cases involve appeals from decisions of the Board of Appeals, the Planning Board, and the Conservation Commission, and two involve School Department labor matters. A total of four cases were resolved in 2002.

The most significant services which Town Counsel provided during 2002 continued to relate to the land exchange to create senior affordable housing involving Grandview Farm, Wheeler Road, and Mountain Road. Town Counsel participated in all of the negotiations surrounding completion of the land exchange and worked very closely with counsel for the private developers to resolve the remaining outstanding issues. The land exchange was completed in 2002.

Town Counsel has been working with the Board of Health and Town Administration to address continuing environmental contamination concerns at Varsity Field and the Northwest Industrial Park.

We extend our appreciation to the Board of Selectmen for their confidence in retaining this firm, and appreciate the assistance and cooperation on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, department heads, boards, committees, and other Town personnel. We look forward to working with the members of the Town Government in the future.

Respectfully submitted,

Leonard Kopelman, for the
Firm of Kopelman and Paige, P.C.
Town Counsel

TOWN CLERK

This year brought more personnel changes to the Town Clerk's Office. Lisa Plato, who served as the town's first Archivist/Records Manager, resigned in January. Her contributions to the town in establishing the Records Management Program and to the community in the many historical projects she initiated and participated in will be appreciated for generations to come. We were very fortunate to have had her expertise during this critical stage in our development.

Daniel McCormack is the new Archivist/Records Manager and he's been working closely with town departments to continue to build and strengthen the program. We welcome Daniel. Visit the Archives website at www.burlington.org/clerk/archives.

The Town Clerk's Office conducted 37,974 transactions with the public this year. Total revenue generated 2002 was \$138,026. The Town Clerk's website is updated regularly and is a good source for current information. It includes a Resident's Guide, General Bylaws, Zoning Bylaws, Town Demographics, Elected and Appointed Officials and Town Meeting Members, Meeting Calendar, Voter Information, Business Listings, etc. Please visit us at www.burlington.org/clerk.

Following are the historical profiles on Births, Marriages, Deaths, Voting Statistics; Election results; and the Archives report. Town Meeting Minutes are included in the Appendix.

It has been our pleasure to serve you this year.

Respectfully submitted,

Jane L. Chew, Town Clerk

VITAL STATISTICS

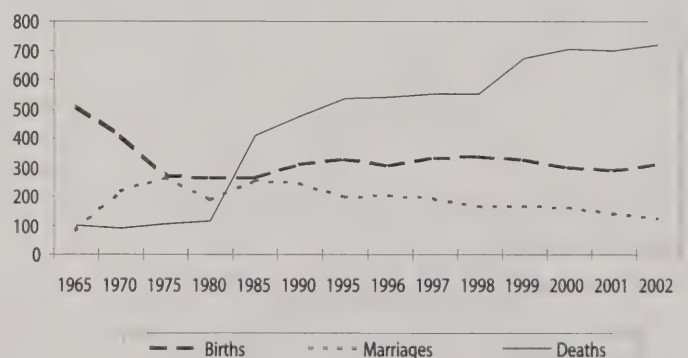
HISTORICAL PROFILE (Adjusted)

The following Births, Marriages, and Deaths were recorded in the Office of the Town Clerk. The figures for marriages and deaths are not exclusively those of residents. The figures for births for the last two years do not include all out of wedlock births. As those figures become available from the state, the chart will be amended.

Note: Lahey Clinic opened in 1980

	Births	Marriages	Deaths
1965	509	80	99
1970	406	217	87
1975	265	263	105
1980	263	185	113
1985	259	253	403
1990	306	240	472
1995	322	196	532
1996	303	200	538
1997	326	191	547
1998	333	162	549
1999	323	165	671
2000	297	161	705
2001	287	140	695
2002	310	122	720

Received through 1/3/03



VOTING STATISTICS

VOTES CAST

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
1993	598	517	618	490	545	524	3292	24%
1994	578	319	547	528	596	597	3165	24%
1995	461	290	485	428	489	566	2719	20%
1996	298	157	347	269	317	315	1703	13%
1997	695	371	771	598	719	738	3889	30%
1998	608	261	622	513	593	594	3191	16%
1999	362	130	392	327	296	283	1790	13%
2000	607	304	572	541	673	595	3292	24%
2001	550	267	535	505	560	527	2944	21%
2002	419	188	361	386	433	416	2197	16%

SPECIAL ELECTIONS

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
Referendum 1985	1492	1224	1361	1277			5354	41%
Referendum 1991	1234	1338	1108	770	930	1093	6473	49%
PROP 2 1/2 1994	718	385	667	672	768	735	3945	28%
Selectman 1997	457	198	353	331	368	408	2115	15%

PRESIDENTIAL PRIMARIES

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
March 1988	668	669	775	612	669	759	4152	33%
March 1992	847	931	861	713	751	836	4939	36%
March 1996	335	244	344	321	313	359	1916	14%
March 2000	824	550	861	767	791	791	4584	32%

STATE PRIMARIES

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
September 1990	1186	1177	1226	1028	1081	1159	6857	53%
September 1992	668	602	808	516	647	692	3933	29%
September 1994	484	310	523	482	499	526	2826	21%
September 1996	336	182	335	362	391	339	1944	14%
September 1998	566	371	609	556	589	577	3268	23%
September 2000	126	70	171	115	171	160	813	8%
September 2002	701	447	747	612	729	666	3902	28%

STATE/PRESIDENTIAL ELECTIONS

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
November 1986	2298	1770	1884	2069			8021	63%
November 1988*	2051	1981	2157	1841	1814	2025	11869	88%
November 1990	1921	1958	2021	1677	1737	1908	11222	82%
November 1992*	2202	2444	2309	1840	1920	2076	12791	87%
November 1994	1818	1329	1715	1573	1687	1732	9854	72%
November 1996*	2101	1630	1974	1800	1905	1918	11328	79%
November 1998	1522	1008	1480	1295	1382	1408	8095	57%
November 2000*	2133	1582	2028	1828	2001	2000	11572	79%
November 2002	1726	1199	1693	1378	1738	1630	9364	66%

ELECTION RESULTS

TOWN OF BURLINGTON

TOTAL TALLY SHEET April 6, 2002 Election

Eligible Voters 13,787
Total Votes Cast 2,197
Percent 15.94%

Student
Vote

PRECINCT	1	2	3	4	5	6	GRAND TOTAL	
TOTAL VOTES CAST	419	188	361	386	433	410	2,197	144
MODERATOR (1) 1 Yr.								
Blanks	88	39	96	74	82	91	470	31
Robert P. Marrano*	329	148	263	303	351	311	1,705	111
Write-ins	2	1	2	9	0	8	22	2
TOTAL	419	188	361	386	433	410	2,197	144
SELECTMEN (1) 3 Yrs.								
Blanks	12	6	19	15	18	11	81	15
Gary J. Gianino*	325	106	187	256	295	242	1,411	80
Virginia E. Mooney	81	76	155	114	118	153	697	48
Write-ins	1	0	0	1	2	4	8	1
TOTAL	419	188	361	386	433	410	2,197	144
ASSESSOR (1) 3 Yrs.								
Blanks	107	40	112	103	114	101	577	29
Michael W. Crocker*	309	148	248	277	318	305	1,605	113
Write-ins	3	0	1	6	1	4	15	2
TOTAL	419	188	361	386	433	410	2,197	144
SCHOOL COMMITTEE (2) 3 Yrs.								
Blanks	249	101	212	207	208	222	1,199	87
Stephen A. Nelson*	301	136	258	290	344	300	1,629	94
John L. Vanella*	287	137	247	265	314	289	1,539	97
Write-ins	1	2	5	10	0	9	27	10
TOTAL	838	376	722	772	866	820	4,394	288
LIBRARY TRUSTEES (2) 3 Yrs.								
Blanks	176	71	140	148	141	132	808	73
Edith F. Entwistle*	232	108	194	216	236	242	1,228	48
Robert D. Peters*	173	91	147	159	158	188	916	57
Paula F. Benard, Jr.	163	58	143	117	170	136	787	50
David L. O'Hearn	94	48	98	132	160	116	648	56
Write-ins	0	0	0	0	1	6	7	4
TOTAL	838	376	722	772	866	820	4,394	288
PLANNING BOARD (2) 5 Yrs.								
Blanks	275	107	232	216	226	212	1,268	85
John A. DeFrancesco*	291	134	250	278	327	307	1,587	102
Jayne L. Hyde*	269	135	238	272	313	289	1,516	94
Write-ins	3	0	2	6	0	12	23	7
TOTAL	838	376	722	772	866	820	4,394	288
BOARD OF HEALTH (1) 3 Yrs.								
Blanks	133	44	121	116	121	105	640	31
Eugene Terry McSweeney*	283	144	240	268	310	300	1,545	111
Write-ins	3	0	0	2	2	5	12	2
TOTAL	419	188	361	386	433	410	2,197	144
HOUSING AUTHORITY (1) 5 Yrs.								
Blanks	47	9	30	48	35	37	206	15
Andrew A. Giordano	133	58	155	162	162	135	805	47
Michael S. Runyan	237	121	176	176	236	234	1,180	80
Write-ins	2	0	0	0	0	4	6	2
TOTAL	419	188	361	386	433	410	2,197	144

Town of Burlington

RECREATION COMM. (1) 3 Yrs.								
Blanks	80	23	65	67	64	64	363	16
Kevin J. Sullivan	338	164	295	313	366	342	1,818	126
Write-ins	1	1	1	6	3	4	16	2
TOTAL								144
SHAWSHEEN TECH H.S. (1) 3 Yrs.								
Blanks	115	45	115	99	98	87	559	35
Alfred J. Verrier	301	141	246	283	335	320	1,626	108
Write-ins	3	2	0	4	0	3	12	1
TOTAL								144

PRECINCT 1	1	2	3	4	5	6	Total
TOWN MEETING - 3 YR (6)							
Blanks	615						615
Michael J. Austin*	265						265
John S. Ivas*	199						199
Robert J. Macdonald*	255						255
Michael Marchese, Jr.*	246						246
Cynthia J. Phillips*	227						227
Sharmili P. Das	106						106
Bruce A. Morey	163						163
Richard R. Raso	185						185
Andrea C. Sheehan	253						253
Write-ins	0						0
TOTAL							
	2,514						2,514
PRECINCT 2							
TOWN MEETING - 3 YR (6)							
Blanks		539					539
Ann Marie Comer*		137					137
Michael S. Runyan*		149					149
Anthony G. Sapienza*		128					128
Jerome J. Lynch, Jr.		142					142
W/ll Patti Carew		13					13
W/ll Andrew Olney		12					12
Write-ins all others		8					8
TOTAL							
		1,128					1,128
PRECINCT 3							
TOWN MEETING - 3 YR (6)							
Blanks			782				782
Frances M. Heartquist*			232				232
John D. Kelly*			228				228
Daniel J. Raske*			244				244
Roger S. Riggs*			221				221
Louis P. Rubino*			231				231
Walter T. Zenkin*			226				226
Write-ins			2				2
TOTAL							
			2,166				2,166
PRECINCT 3							
TOWN MEETING - 2 YR (1)							
Blanks			37				37
James Patterson			248				248
Monte L. Pearson			75				75
Write-ins			1				1
TOTAL							
			361				361

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PRECINCT 4							
TOWN MEETING - 3 YR (6)							
Blanks				639			639
Betty M. Bullock*				275			275
Karen Cooper*				218			218
Andrew Groh*				236			236
Michael A. Proulx*				249			249
Robert Michael Shea*				248			248
Timothy M. Cummings				198			198
Lori Kashgegian				246			246
Write-ins				7			7
TOTAL				2,316			2,316

PRECINCT 4							
TOWN MEETING - 2 YR (1)							
Blanks				58			58
Michael C. Dellemonico				169			169
Timothy J. Horgan				155			155
Write-ins				4			4
TOTAL				386			386

PRECINCT 4							
TOWN MEETING - 2 YR (1)							
Blanks				86			86
Wendi J. Dellemonico				293			293
Write-ins				7			7
TOTAL				386			386

PRECINCT 5	1	2	3	4	5	6	TOTAL
TOWN MEETING - 3 YR (6)							
Blanks					583		583
Susan MacDonald Boari*					270		270
Kenneth R. Forte*					267		267
Louise S. Freeman*					195		195
Joanne L. Kinchla*					208		208
Joseph E. Morandi*					253		253
Auralie P. Slowey*					184		184
Anna G. Karwan					201		201
Phyllis D. Roussell					233		233
David S. Tait					204		204
Write-ins					0		0
TOTAL					2,598		2,598

PRECINCT 6							
TOWN MEETING - 3 YR (6)							
Blanks						635	635
Marie R. Ardito*						278	278
Catharine M. Boucher*						288	288
Florence Dolly Mountain*						264	264
John G. Cormier						279	279
Thomas R. Miliano						279	279
Joanna L. Schlansky						241	241
Robert G. Schlansky						193	193
Write-ins						3	3
TOTAL						2,460	2,460

The polls were open at 8:00 A.M. at the Burlington High School. All precinct workers were sworn in by the Wardens, machines and ballot boxes were all checked, memory packs were sealed, and all counters were set at zero. The polls closed at 8:00 P.M.

Town of Burlington

Wardens:	<u>Votes Cast</u>	Registered <u>Voters</u>	<u>%</u>
Prec. 1 Paul Raymond	419	2,580	16.2%
Prec. 2 Marjorie Pearson	188	1,867	10.1%
Prec. 3 Paula Davis	361	2,457	14.7%
Prec. 4 Patricia Stanford	386	2,035	19.0%
Prec. 5 Joan Hastings	433	2,460	17.6%
Prec. 6 Elmer Larson	410	2,389	17.2%

The above figures includes 164 Absentee Ballots cast by precinct as follows: 1=29, 2=15, 3=24, 4=28, 5=44, 6=24.

VOTER PROFILE:	<u>AGE</u>	<u>TOTAL</u>	<u>%</u>
	18-30	75	3.4%
	31-40	260	11.8%
	41-50	507	23.1%
	51-60	399	18.2%
	61-70	474	21.6%
	71-80	399	18.2%
	80+over	83	3.8%
	Total	2197	100%

WEATHER: Sunny, 40's

Attest:

Jane L. Chew, CMC
Town Clerk

TOWN OF BURLINGTON

TOTAL TALLY SHEET

SEPTEMBER 17, 2002

Election

Eligible Voters

14,035

Total Votes Cast

3,902

Percent

27.8%

PRECINCT	1	2	3	4	5	6	TOTAL
Democrat	465	313	517	413	514	478	2,700
Republican	234	132	226	198	214	185	1,189
Libertarian	2	2	3	1	1	2	11
Green	0	0	1	0	0	1	2
TOTAL VOTES CAST	701	447	747	612	729	666	3,902
DEMOCRATIC PARTY							
US SENATOR							
Blanks	68	47	84	71	85	63	418
John F. Kerry	395	262	429	337	426	414	2,263
Write-ins	2	4	4	5	3	1	19
TOTAL	465	313	517	413	514	478	2,700
GOVERNOR							
Blanks	9	4	6	4	10	8	41
Thomas F. Birmingham	109	91	113	101	114	121	649
Steven Grossman	1	4	2	3	0	3	13
Shannon P. O'Brien	140	93	196	140	181	153	903
Robert B. Reich	112	64	106	89	95	106	572
Warren E. Tolman	94	57	94	76	114	87	522
Write-ins	0	0	0	0	0	0	0
TOTAL	465	313	517	413	514	478	2,700
LIEUTENANT GOVERNOR							
Blanks	59	23	46	46	44	43	261
Christopher F. Gabrieli	210	119	254	181	240	223	1,227
Lois G. Pines	103	83	138	104	125	107	660
John P. Slattery	93	88	79	81	105	104	550
Write-ins	0	0	0	1	0	1	2
TOTAL	465	313	517	413	514	478	2,700
ATTORNEY GENERAL							
Blanks	105	51	118	85	102	77	538
Thomas F. Reilly	360	261	396	326	412	401	2,156
Write-ins	0	1	3	2	0	0	6
TOTAL	465	313	517	413	514	478	2,700
SECRETARY OF STATE							
Blanks	124	69	131	99	117	105	645
William Francis Galvin	341	243	383	314	397	373	2,051
Write-ins	0	1	3	0	0	0	4
TOTAL	465	313	517	413	514	478	2,700

Town of Burlington

TREASURER							
Blanks	64	39	59	62	41	46	311
Michael P. Cahill	64	47	52	49	73	54	339
Timothy P. Cahill	134	70	155	103	161	158	781
Stephen J. Murphy	134	101	159	128	162	148	832
James W. Segel	69	56	92	71	77	72	437
Write-ins	0	0	0	0	0	0	0
TOTAL	465	313	517	413	514	478	2,700
AUDITOR							
Blanks	130	77	132	108	126	115	688
A. Joseph DeNucci	333	236	384	305	387	362	2,007
Write-ins	2	0	1	0	1	1	5
TOTAL	465	313	517	413	514	478	2,700
CONGRESS							
	1	2	3	4	5	6	TOTAL
Blanks	103	66	114	83	96	77	539
John F. Tierney	361	247	402	328	417	399	2,154
Write-ins	1	0	1	2	1	2	7
TOTAL	465	313	517	413	514	478	2,700
COUNCILLOR							
Blanks	153	87	169	128	137	132	806
Michael J. Callahan	311	225	346	285	376	345	1,888
Write-ins	1	1	2	0	1	1	6
TOTAL	465	313	517	413	514	478	2,700
STATE SENATOR							
Blanks	129	77	135	102	108	108	659
Robert A. Havern, III	335	234	381	309	403	366	2,028
Write-ins	1	2	1	2	3	4	13
TOTAL	465	313	517	413	514	478	2,700
STATE REPRESENTATIVE							
Blanks	24	26	26	21	26	14	137
Charles A. Murphy	405	248	438	349	446	419	2,305
Terrence L. Parker	36	39	53	43	42	45	258
Write-ins	0	0	0	0	0	0	0
TOTAL	465	313	517	413	514	478	2,700
DISTRICT ATTORNEY							
Blanks	122	67	121	94	104	88	596
Martha Coakley	342	245	396	318	410	390	2,101
Write-ins	1	1	0	1	0	0	3
TOTAL	465	313	517	413	514	478	2,700

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REGISTER OF PROBATE							
Blanks	75	44	74	80	57	59	389
John R. Buonomo	256	164	290	202	300	285	1,497
Diane Poulos Harpell	54	43	65	45	50	52	309
Ed McMahon	79	62	88	86	107	82	504
Write-ins	1	0	0	0	0	0	1
TOTAL	465	313	517	413	514	478	2,700
US SENATOR							
REPUBLICAN PARTY							
Blanks	199	118	208	180	188	170	1,063
Write-ins	35	14	18	18	26	15	126
TOTAL	234	132	226	198	214	185	1,189
GOVERNOR							
Blanks	27	19	14	15	16	9	100
Mitt Romney	206	110	212	180	194	173	1,075
Write-ins	1	3	0	3	4	3	14
TOTAL	234	132	226	198	214	185	1,189
LIEUTENANT GOVERNOR							
Blanks	2	2	3	4	6	1	18
Kerry Murphy Healey	128	58	139	134	120	105	684
Jim Rappaport	104	72	84	60	88	78	486
Write-ins	0	0	0	0	0	1	1
TOTAL	234	132	226	198	214	185	1,189
ATTORNEY GENERAL							
Blanks	221	126	215	192	203	180	1,137
Write-ins	13	6	11	6	11	5	52
TOTAL	234	132	226	198	214	185	1,189
SECRETARY OF STATE							
REPUBLICAN PARTY							
	1	2	3	4	5	6	TOTAL
Blanks	112	76	95	97	99	82	561
Jack E. Robinson, III	118	54	130	100	115	101	618
Write-ins	4	2	1	1	0	2	10
TOTAL	234	132	226	198	214	185	1,189
TREASURER							
Blanks	44	40	41	45	46	38	254
Daniel A. Grabauskas	106	46	79	70	78	71	450
Bruce A. Herzfelder	84	44	106	83	90	74	481
Write-ins	0	2	0	0	0	2	4
TOTAL	234	132	226	198	214	185	1,189
AUDITOR							
Blanks	227	128	220	196	202	182	1,155
Write-ins	7	4	6	2	12	3	34
TOTAL	234	132	226	198	214	185	1,189

Town of Burlington

US REPRESENTATIVE							
Blanks	66	54	63	69	72	56	380
Mark C. Smith	164	71	161	127	140	127	790
Write-ins	4	7	2	2	2	2	19
TOTAL	234	132	226	198	214	185	1,189
COUNCILLOR							
Blanks	226	128	220	195	202	184	1,155
Write-ins	8	4	6	3	12	1	34
TOTAL	234	132	226	198	214	185	1,189
STATE SENATOR							
Blanks	223	122	223	195	205	183	1,151
Write-ins	11	10	3	3	9	2	38
TOTAL	234	132	226	198	214	185	1,189
STATE REPRESENTATIVE							
Blanks	201	117	202	163	190	157	1,030
Write-ins	33	15	24	35	24	28	159
TOTAL	234	132	226	198	214	185	1,189
DISTRICT ATTORNEY							
Blanks	226	125	220	195	202	183	1,151
Write-ins	8	7	6	3	12	2	38
TOTAL	234	132	226	198	214	185	1,189
REGISTER OF PROBATE							
Blanks	85	65	85	75	88	73	471
John W. Lambert	149	66	141	122	125	110	713
Write-ins	0	1	0	1	1	2	5
TOTAL	234	132	226	198	214	185	1,189
US SENATOR							
LIBERTARIAN PARTY							
Blanks	0	0	0	0	0	1	1
Michael E. Cloud	2	2	3	1	1	1	10
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11
GOVERNOR							
Blanks	0	0	0	0	0	1	1
Carla A. Howell	2	2	3	1	1	1	10
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11
LIBERTARIAN PARTY							
LIBERTARIAN PARTY							
1	2	3	4	5	6	TOTAL	
Blanks	0	0	0	1	0	1	2
Richard P. Aucoin	2	2	3	0	1	1	9
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11

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ATTORNEY GENERAL							
Blanks	2	2	3	1	1	2	11
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11
SECRETARY OF STATE							
Blanks	2	2	3	1	1	2	11
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11
TREASURER							
Blanks	2	2	3	1	1	2	11
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11
AUDITOR							
Blanks	0	0	0	1	0	2	3
Kamal Jain	2	2	3	0	1	0	8
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11
US REPRESENTATIVE							
Blanks	2	2	3	1	1	2	11
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11
COUNCILLOR							
Blanks	2	2	3	1	1	2	11
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11
STATE SENATOR							
Blanks	2	2	3	1	1	2	11
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	7
STATE REPRESENTATIVE							
Blanks	0	0	0	1	0	1	2
Elias Israel	2	2	3	0	1	1	9
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11
DISTRICT ATTORNEY							
Blanks	2	2	3	1	1	2	11
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11
REGISTER OF PROBATE							
Blanks	2	2	3	1	1	2	11
Write-ins	0	0	0	0	0	0	0
TOTAL	2	2	3	1	1	2	11

Town of Burlington

	GREEN PARTY						
US SENATOR							
Blanks	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2
GOVERNOR							
Blanks	0	0	0	0	0	0	0
Jill E. Stein	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2
LIEUTENANT GOVERNOR							
Blanks	0	0	0	0	0	0	0
Anthony F. Lorenzen	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2
ATTORNEY GENERAL							
Blanks	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2
SECRETARY OF STATE							
Blanks	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2
TREASURER							
Blanks	0	0	0	0	0	0	0
James O'Keefe	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2
AUDITOR							
Blanks	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2
US REPRESENTATIVE							
Blanks	0	0	1	0	0	0	1
Write-ins	0	0	0	0	0	1	1
TOTAL	0	0	1	0	0	1	2
COUNCILLOR							
Blanks	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2

2002 Annual Report

STATE SENATOR							
Blanks	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2
STATE REPRESENTATIVE							
Blanks	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2
DISTRICT ATTORNEY							
Blanks	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2
REGISTER OF PROBATE							
	GREEN PARTY						
	1	2	3	4	5	6	TOTAL
Blanks	0	0	1	0	0	1	2
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	1	2

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	Votes Cast	Registered Voters	%	% of Total Voting	
Prec. 1 Mabel Nevins	701	2,630	26.7%	DEM	19.2%
Prec. 2 Marjorie Pearson	447	1,930	23.2%		
Prec. 3 Paula Davis	747	2,497	29.9%	REP	8.5%
Prec. 4 Patricia Stanford	612	2,068	29.6%		
Prec. 5 Joan Hastings	729	2,502	29.1%	LIB	0.1%
Prec. 6 Elmer Larson	666	2,408	27.7%	GREEN	0.0%
	3902	14,035			

The above figures include 129 Absentee Ballots cast by precinct as follows: 1=23, 2=8, 3=34, 4=29, 5=14, 6=21.

Attest:

Jane L. Chew
Town Clerk

Town of Burlington

TOWN OF BURLINGTON TOTAL TALLY SHEET

NOVEMBER 5, 2002

Election

Eligible Voters

14,182

Total Votes Cast

9,364

Percent

66.0%

PRECINCT	1	2	3	4	5	6	TOTAL
TOTAL VOTES CAST	1,726	1,199	1,693	1,378	1,738	1,630	9,364
SENATOR IN CONGRESS							
Blanks	130	94	167	115	127	124	757
John F. Kerry	1,214	843	1,164	985	1,273	1,186	6,665
Michael E. Cloud	374	244	354	256	331	311	1,870
Write-in (Randall Forsberg)	6	13	6	14	1	5	45
Write-ins (all others)	2	5	2	8	6	4	27
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
GOVERNOR/LT. GOVERNOR							
Blanks	10	11	20	17	12	15	85
Howell & Aucoin	23	18	22	23	24	15	125
O'Brien & Gabrieli	584	437	634	530	639	634	3,458
Romney & Healey	1,046	677	973	765	1,006	933	5,400
Stein & Lorenzen	53	44	36	36	50	25	244
Johnson & Schebel	9	10	7	5	5	7	43
Write-ins	1	2	1	2	2	1	9
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
ATTORNEY GENERAL							
Blanks	445	292	457	335	417	369	2,315
Thomas F. Reilly	1,266	898	1,222	1,021	1,313	1,247	6,967
Write-ins	15	9	14	22	8	14	82
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
SECRETARY OF STATE							
Blanks	169	96	160	119	126	138	808
William Francis Galvin	1,138	814	1,098	953	1,186	1,116	6,305
Jack E. Robinson, III	418	288	435	303	426	374	2,244
Write-ins	1	1	0	3	0	2	7
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
TREASURER							
Blanks	111	82	116	81	93	96	579
Timothy P. Cahill	799	558	771	651	836	827	4,442
Daniel A. Grabauskas	728	466	703	558	717	607	3,779
James O'Keefe	88	92	103	86	91	100	560
Write-ins	0	1	0	2	1	0	4
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364

2002 Annual Report

AUDITOR							
Blanks	219	154	221	165	189	205	1,153
A. Joseph DeNucci	1,144	813	1,141	955	1,217	1,161	6,431
Kamal Jain	131	86	94	86	114	104	615
John James Xenakis	228	144	237	168	218	158	1,153
Write-ins	4	2	0	4	0	2	12
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
CONGRESS							
Blanks	103	66	89	64	69	69	460
John F. Tierney	880	682	934	794	957	951	5,198
Mark C. Smith	741	448	670	517	710	610	3,696
Write-ins	2	3	0	3	2	0	10
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
COUNCILLOR							
Blanks	597	378	596	425	533	490	3,019
Michael J. Callahan	1,115	812	1,092	931	1,200	1,128	6,278
Write-ins	14	9	5	22	5	12	67
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
STATE SENATOR							
Blanks	558	361	576	400	516	462	2,873
Robert A. Havern, III	1,152	826	1,111	958	1,215	1,150	6,412
Write-ins	16	12	6	20	7	18	79
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
STATE REPRESENTATIVE							
Blanks	79	70	88	62	60	53	412
Charles A. Murphy	1,141	784	1,116	971	1,195	1,140	6,347
John J. Cirignano	446	296	429	295	403	369	2,238
Elias Israel	58	49	60	49	80	68	364
Write-ins	2	0	0	1	0	0	3
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
DISTRICT ATTORNEY							
Blanks	480	304	487	354	444	408	2,477
Martha Coakley	1,240	888	1,195	1,008	1,288	1,209	6,828
Write-ins	6	7	11	16	6	13	59
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
REGISTER OF PROBATE							
Blanks	188	132	204	148	129	142	943
John R. Buonomo	999	731	939	822	1,087	1,050	5,628
John W. Lambert	538	334	549	407	522	438	2,788
Write-ins	1	2	1	1	0	0	5
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364

Town of Burlington

Question 1	ELIMINATE STATE PERSONAL INCOME TAX						
Blanks	98	76	97	68	104	94	537
Yes	827	533	818	572	773	732	4,255
No	801	590	778	738	861	804	4,572
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
Question 2	ENGLISH IMMERSION						
Blanks	59	34	98	43	68	65	367
Yes	1,308	866	1,246	1,005	1,318	1,199	6,942
NO	359	299	349	330	352	366	2,055
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364
Question 3	TAXPAYER FUNDING OF POLITICAL CAMPAIGNS						
Blanks	81	69	106	76	99	90	521
Yes	370	275	352	271	298	333	1,899
No	1,275	855	1,235	1,031	1,341	1,207	6,944
TOTAL	1,726	1,199	1,693	1,378	1,738	1,630	9,364

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	<u>Votes Cast</u>	<u>Registered Voters</u>	<u>%</u>
Prec. 1 Mabel Nevins	1726	2,653	65.1%
Prec. 2 Marjorie Pearson	1199	1,961	61.1%
Prec. 3 Paula Davis	1693	2,549	66.4%
Prec. 4 Patricia Stanford	1378	2,086	66.1%
Prec. 5 Joan Hastings	1738	2,516	69.1%
Prec. 6 Elmer Larson	1630	2,417	67.4%
Total	9364	14,182	66.0%

The above figures include 399 Absentee Ballots cast by precinct as follows:

1=60, 2=40, 3=104, 4=66, 5=57, 6=72.

Attest:

Jane L. Chew
Town Clerk

ARCHIVES

Established by a vote of Town Meeting in May 1999, the Archives serves the public, preserves and protects the town's history and performs the town's legal records management obligations. In 2002 the department continued to support the work of all town departments and to remain the leading archives/records management office among towns throughout the Commonwealth.

We begin a discussion of the previous year in the archives with a recitation of the Archives' responsibilities and goals:

"Per the general bylaw, the program goals are to: create accurate, complete, and necessary records; effectively administer information resources; organize, preserve and provide easy access to records in a variety of media; transfer inactive/permanent records to the Archives; and to legally dispose of obsolete records."

Every day the Archives devotes its energies to records and records-related issues. In an institutional setting it functions to support the greater mission of the town and its departments. To carry out this role it places service above all other obligations and functions. Despite major changes in 2002, activities in the Archives were marked by a strengthened commitment to service that will only increase in 2003.

The most important change in the department took place in early February, when Lisa Plato, the town's archivist/records manager since 1999, left for a post at Harvard University's Office of Planning and Real Estate. Succeeding her was Daniel McCormack, a veteran of service at a number of special and public libraries. Mr. McCormack holds a bachelors degree from Providence College and masters degrees from the University of Massachusetts-Boston and Simmons College.

Statistics

While final figures were still being analyzed and entered as of the first two weeks of 2003, several facts were apparent. The Archives processed a total of 388 internal requests and 177 requests from the general public for the year ending December 31, 2002. This represents an increase of about 11 percent in internal requests over the past calendar year. There was, however, a decrease of about 12 percent in external requests from 2002. In all, the Archives saw

25 more overall requests despite the fact that the position of Archivist was vacant for a six-week period. Town departments continued increasing their use of space in the vault and records storage area, as 137 cubic feet (approximately 110 boxes) of records were transferred from 11 departments. This figure excludes the approximately 84 feet of records brought over from the Meadowbrook School in August.

Not all records are kept permanently on paper. Records that have reached the end of their usefulness and can legally be destroyed are approved for destruction by department heads and by the Supervisor of Public Records from the Office of the Secretary of the Commonwealth. In 2002 the Archives supervised the destruction of approximately 180 cubic feet, or 163 boxes of records which had exceeded their retention period. This represents a sixfold increase in the volume destroyed over the previous year. A further 50 feet of earning records from the Treasurer's office were satisfactorily microfilmed. Records management duties were the major area of emphasis for the Archives during 2002. With a continued backlog of collections and a need to maximize space, reformatting and destroying documents according to state laws and archival best practices will remain a most important activity during 2003.

Service

As an institutional archives, this department does not exist by and for itself. It fulfills a service and support role. As such, its success is defined by how well it delivers services. Between April and June 2002 the Archives assessed its activities and responsibilities in light of its role as an institutional archives. We implemented procedures to strengthen our service orientation. The essence of those procedures can be summed up in one phrase: Drop everything when a request comes. We reduced the time needed to meet requests to 10 minutes or less in most cases.

Town departments have been the predominant consumers of our services. Besides retrieving and destroying documents we have provided advice to many town departments and boards on the proper care of and legal regulations governing municipal records. In 2002 we visited six departments or boards to provide advice on records and recordkeeping practices. By the middle of 2003 we intend to have completed our visits in order to gain a complete picture of the condition of public records in town.

Aside from town employees, our major research constituency has been genealogists. People in town have visited in search of family members while we have received inquiries from as far away as Germany. Our most distant visitors have come from Ohio and Florida.

Major Accomplishments

- For a number of years the town stored records from a number of different departments in the basement of the Meadowbrook School. When the town was faced with performing asbestos abatement work in the school, the Archives evacuated nearly 300 feet of those records in less than two weeks.
- In 1999 Town Meeting approved funds to place building plans on microfilm. A test set has been prepared and the microfilm reader/printer is expected to arrive the first quarter of 2003.
- Town historian J. Edward Fogelberg's papers arrived at the archives in 2000. By the end of 2002 the collection was approximately 65 percent processed, with full processing expected to be completed by March 2003.

Recognition

In June the Archivist/Records Manager was part of a panel discussion at the Massachusetts Town Clerks' Association on the subject of municipal records programs.

We have hosted town officials from Andover, Orange, and Somerville, while Westford officials have also sought our advice.

An examination of the 2001 Annual Report indicates that other towns had also visited Burlington to view its archives. This continued interest in Burlington's archives shows that other towns view us as an example of how to put together a successful municipal records program.

The Coming Year

During 2003 the Archives is expected to continue emphasizing records management. At the beginning of the calendar year the department has identified 17.5 cubic feet of records that can be destroyed. A preliminary survey of the Fire Department's records has been completed and will be final-

ized within the first quarter of 2003. Surveys are planned for other departments, including the Planning Department and Library. In addition the Archives plans to review personnel records and electronic resources usage policies.

More town records have been targeted for eventual reformatting. At present 12.5 cubic feet of Treasurer's Department records have been targeted for microfilming in addition to approximately seven years of building plans. We are constantly reviewing other town documents in order to target other candidates for reformatting.

Conclusion

Burlington's Archives is an unusual institution among municipalities in Massachusetts. Despite an explosion in paperwork, examples of municipalities mishandling documents and extensive laws governing public records, many communities do not have a system or strategy in place for addressing their archives and records management obligations. Burlington has taken the lead in taking care of its legal, fiscal, and administrative requirements governing public records. Such an approach is not surprising in a community where citizens expect that town affairs will be handled in a professional manner.

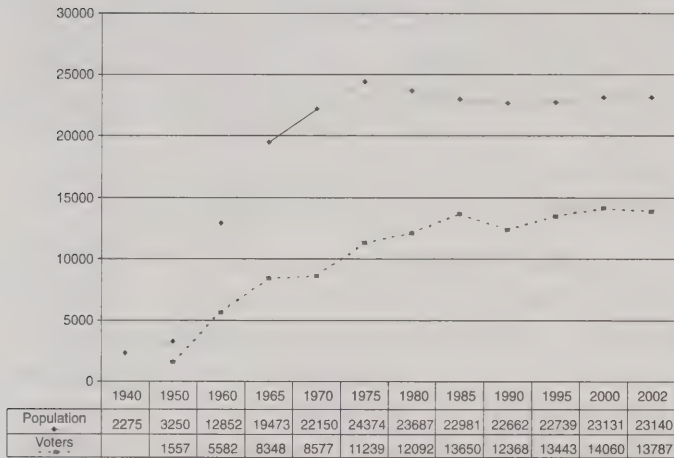
None of this would have been possible without the support of citizens and assistance of a number of town boards and individuals. Above all, the leadership of Town Clerk Jane Chew has made the archives the paramount institution of its kind in Massachusetts, if not in all of New England. The Records Management Commission has provided important guidance and support for the program while the Historical Commission has been a key supporter of the program. Lisa Plato deserves tremendous credit for creating and shepherding the Archives through the first few years of its existence. In the end, all citizens of Burlington must take credit for believing in the program and supporting this element of professional town government.

Respectfully submitted,

Daniel McCormack
Archivist/Records Manager

BOARD OF REGISTRARS

POPULATION/REGISTERED VOTERS (March): Based on Annual Town Census



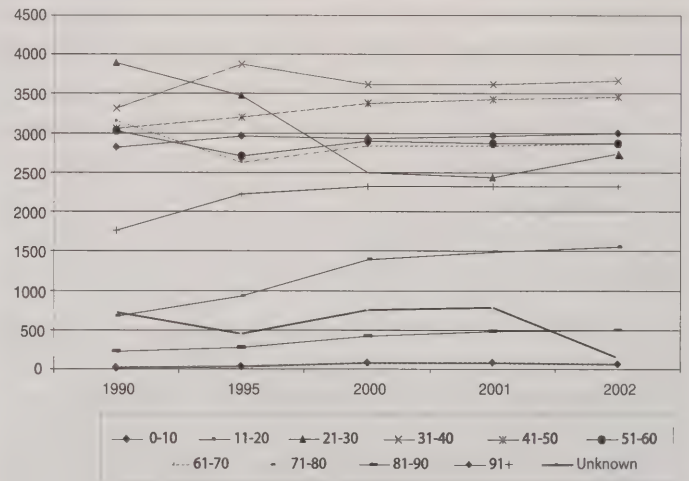
Year-End Summary:

- 1050 - # of residents registered and added to the rolls
- 1407 - # of residents dropped from the rolls
- 214 - # of voters placed on the inactive rolls
- 2698 - # of persons eligible but not registered
- 84% - eligible residents registered to vote
- 287 - Registration Forms sent to 18 yr. Olds
- 694 - Registration Forms sent to non-voters
(census requests and signers of petitions)
- 741 - Mail-In Registrations Received

Population Trends

Age Group	1990	1995	2000	2001	2002	Since 1990
0-10	2815	2955	2931	2963	2990	6.2%
11-20	3160	2620	2833	2837	2861	-9.5%
21-30	3889	3476	2500	2440	2733	-29.7%
31-40	3311	3877	3624	3620	3665	10.7%
41-50	3062	3208	3378	3424	3464	13.1%
51-60	3031	2712	2905	2859	2862	-5.6%
61-70	1756	2220	2325	2315	2317	31.9%
71-80	672	926	1398	1495	1551	130.8%
81-90	220	270	417	474	495	125.0%

Age History Chart



Respectfully submitted,

Robert J. Macdonald, Chair
Jane L. Chew
Jeanne S. Ganley
Patricia A. Larson

POLICE DEPARTMENT

** Departmental Roster **

Chief of Police

Francis Hart

Captains

Barry Solomon George Devlin

Lieutenants

Alfred Sciuto Walter Bevis
Carleton Boutwell William Faria

Sergeants

Gerald Mills Thomas Duffy
Ralph Patuto Glen Mills
Stephen O'Meara Robert T. Kirchner
John Walthall Michael McDade

Patrol Officers

Charles Chicarello	Thomas Fournier
Robert Aloisi	Bernard Schipelliti
Frank Nardone	Anne Marie Browne
Thomas Sullivan	Daniel Houston
Christopher Priest	Kevin Cooney
Kevin Rogers	Timothy Kirchner
Michael Joyce	David McLean
Robert Healey	Albert Gagne
Stephen Cross	Paul Glejzer
Gary Burdick	Gregory Skehan
Edward Mackey	Robert Aloisi, Jr.
Spyros Tsingos	Keith Sheppard
Gary Redfern	Stephen Papagno
Michael DeBye	John Thompson
Richard Hanafin	Lyn Reynolds
Robert Downer	Joseph Papsedero
James Tigges	William A. Soda
Timothy McDonough	Thomas P. Browne
Harry Sawyer, Jr.	Ivette Thompson
Charles Ferguson III	Gabrielle Hersee
William Preston	Kevin Doherty

Clerical Staff

Catherine M. Devaney Jeanne Jones
Rosemarie Tieri

Traffic Supervisors/Matrons

Helen M. Bulman – Head Traffic Supervisor
Helen Dignan Carol Santoro
Nancy Bibbey Marie Reinold
Maureen Robillard Carol Jangro
Carol Goodwin Maureen Wall
Claire Hogaboom Janet Testa-Fox
Eileen O'Meara-Barnard Christine DeSantis
Mary Ellen Tully

Civilian Dispatchers

Gail Fay June Connolly
Sharon Srabian

Animal Control Officer

Gerry Mills, Jr.

Introduction

In last year's report, I speculated on what it would be like writing this year's report, having completed my first year as Police Chief. As I look back upon the year, I am pleased to report that your police department fully acted upon our stated "buzzwords," activities and accomplishments. Much was accomplished, yet much still needs to be done. There is never a time when we will feel totally satisfied because constant growth and development are essential to any thriving organization. 2003 promises to be a challenging year, with the specter of an uncertain economy hovering over us. We actively solicit help from the community, in all ways. There are many ways you can help: volunteer some time, lend your technical expertise, donate equipment, or partner with us in a community-policing project. We remain open to ideas at all times and I can be reached at (781) 270-1918 or by e-mail, at franhart@burl-mass.org.

Crime Overview

The chart below summarizes the changes from 2001.

Crime Comparison - 2001 vs. 2002

	2001 TOTALS	2002 TOTALS	CHANGE
Homicide	0	0	N/C
Robbery	8	10	25%
Rape	0	1	+1 incident
Assault (Aggravated & Simple)	76	49	-25%
Larceny	750	792	6%
Narcotics Violations	7	14	100%
Burglary	42	54	25%
Motor Vehicle Theft	60	57	-5%
TOTALS	943	977	4%

NOTE: Percentages rounded to nearest whole number.

When evaluating the numbers in the above chart, bear in mind that Burlington historically has a low crime rate, particularly in the violent index crime categories. Small changes in the actual numbers of incidents from year to year can show up as large percentage differences and are often meaningless when considering crime trends.

Traffic Enforcement

Through retirements and promotions, many changes took place this year in all areas of the department. The traffic division was affected in a number of ways. Sergeant Tom Duffy assumed leadership of the Traffic Division in 2002 due to the promotion of Sergeant Bill Faria to Lieutenant. Officer Mike McDade, formerly a patrol officer in the traffic unit, was promoted to Sergeant, leaving a void in the traffic division. While designed to be a unit of four plus one sergeant, this unit has operated with only three officers virtually all year. The manpower shortage caused by retirements, both "normal" and those under the Early Retirement Incentive, coupled with some long-term injuries really affected this unit in that we were not able to fill that fourth slot. In addition, two of the three remaining officers have split duties and are unable to devote themselves full-time to traffic duties. That said, the rest of the department helped by devoting some additional time to traffic assign-

ments. Command officers were charged with the responsibility of scheduling at least three assignments per shift beyond those scheduled by the traffic division. This extra effort resulted in a 20% increase in traffic citations issued.

During the year, we tried to be very responsive to requests from neighborhoods for more enforcement. We engaged in some more "positive enforcement" activities, rewarding people for wearing their seatbelts. We had a very active safety-seat inspection program, utilizing the talents of Officers Bernie Schipelliti and Kevin Cooney. This program includes personalized inspections here at the station as well as a safety-seat checkpoint day held at the Burlington Mall.

The following chart shows the top five violations cited, with comparisons to 2001:

Violation	Charges Cited 2001	Charges Cited 2002
Speeding	2,882	4,233
Seatbelt Violation	893	1,307
Red Light	1,449	1,241
Uninspected Vehicles	204	476
Sign Violations (U-Turn, Do Not Enter, etc.)	574	416

Grants

Although the pool of available grants began to dwindle in response to tougher economic times, we aggressively pursued as many grant opportunities as possible. We secured grants for computer upgrades, bicycle helmets, traffic enforcement, anti-terrorism equipment, safety-seat inspections and community policing. In total, \$182,900 was raised this past year through the grant process. It is important to note that grants are designed to supplement items contained in a budget – they cannot be used to supplant operating expenses. One of the most exciting grants is for a live-scan fingerprint system. This will allow us to scan fingerprints of suspects without the need for ink, while electronically transmitting those prints to federal and state agencies. Within four to six minutes, we will know if that person is wanted. I will report on this next year, as the money was appropriated in 2002 but the equipment will not be delivered until 2003.

Activities and Accomplishments**Activities**

Activity was a central theme this year. The police department renewed its partnership with the Drug and Alcohol Task Force. They provided valuable input into our revamped alcohol policy, which still stresses "zero tolerance" but now addresses loopholes that previously existed. One of the unique features of this revised policy is the inclusion of a letter of support from all the coaches at the Burlington High School, which supports the notion of not giving any extra consideration to student athletes. In February, we conducted a safety-seat checkpoint at the Burlington Mall, inspecting over 100 safety-seats and finding nearly all of them installed incorrectly. In April, we started the first "Employee of the Month" program, recognizing contributions of our personnel on a monthly basis. In May, we conducted our first "open house" in over ten years and it was a smashing success. We also ran a popular "Bicycle Rodeo" for children. In August, we participated for the first time ever in "National Night Out." Activities for this event included a "flashlight parade" and visits to local neighborhood cookouts where officers introduced themselves and residents got a chance to associate officers' names with their faces. As we have done for 32 years, we once again conducted "Safety Town" at the mall. In September, we sponsored an "Auto Etching Day" where officers marked a vehicle owner's glass with the car's Vehicle Identification Number to reduce the chance of theft and to qualify the owner for a discount on their insurance. In October, we invited children into the station on Halloween, with officers distributing candy to the trick-or-treaters. In November, we purchased Child Identification Kits for every elementary school student. Kits were distributed to the schools and sent home with each child. In December, we sponsored the third annual Senior Citizen Holiday Dinner, with employee volunteers serving up the food. Through the combined efforts of Officer James Tigges and Burlington Mall manager Rick Tonzi, we were able to establish a presence at the mall using a vendor cart that was remodeled to accommodate our needs. With this cart, we can promote special events throughout the year and offer literature on a variety of topics. There were many other activities we participated in during 2002, but space prevents listing them all. We hope to publish a "Burlington Police: Year in Review" document, which will be available on our website (www.bpd.org) sometime in the near future.

Accomplishments

During the year, many people changed assignments. New positions were created with the hope of ultimately giving each officer a specialty role within the department. Sergeant William Faria was promoted to lieutenant. Glen Mills was appointed as a permanent sergeant and accepted the responsibility of maintaining our new "Reverse 911" system, a community notification system that alerts people to any important or dangerous situations. Officers Robert Kirchner and Michael McDade were promoted as acting sergeants, with Sergeant McDade assuming command of the bicycle unit. Lieutenant Walter Bevis was assigned as the critical incident/emergency-planning officer. Sergeant Tom Duffy was assigned as the traffic division supervisor and also led our firearms training unit. Officer Robert Healey was selected as the technology officer. Lieutenant Carl Boutwell and Officer Thomas Browne were assigned as our accreditation team, to help the department achieve professional certification. They also assumed the important role of background investigators for new candidates. Officer Tom Fournier was picked as the new Youth Services Officer, while Steve Cross and Ivette Thompson were chosen as the new D.A.R.E. officers. Officer Cross was also instrumental in starting our cable television program "Police Beat" as well as our recurring column in the Burlington Union "BPD Voices". Officer Dan Houston was selected as the department's wellness officer, while Officer Greg Skehan was assigned to be the department's liaison officer to the Community Life Center. Officer Bill Soda was selected as assistant technology officer. Officers Spyros Tsingos and Joe Papsedero were selected as the department's armorers. Twelve officers received certification as "bicycle officers" increasing the available pool of trained bicycle officers from six to eighteen. Bicycle patrols were more evident than ever in 2002, and used in many ways, and in many places, including at the Mill Pond Reservoir, at school parking lots during the first day of school, on the back roads on Halloween, and at the high school football games. A high degree of visibility and personal contact with citizens is achieved through such patrols. Regular departmental training was a major accomplishment during 2002. Nearly every month, some form of training was offered. Subjects included Professional Traffic Stops, Racial Profiling, Alcohol Enforcement, and Domestic Violence, as well as specialized training on our updated computer system and our annual firearms qualifications. We also contributed \$10,000 from our Community Policing grant to help make the Burlington Skatepark a reality.

Retirements

During the year, we lost seven officers from our staff. Officer Tim Filep resigned to accept other employment. Sergeant Dick Sheppard and Officer Ken Reynolds retired after many years of service. The Early Retirement Incentive, adopted by the Town, prompted four other long-time employees to retire: Inspector William Duffy, Officer Dennis Thompson, Officer Paul Anderson and Officer Barry Cosgrove. We wish all these officers good luck and a prosperous future.

Future Direction

In 2003, we hope to achieve many goals that we have set in our strategic planning process. One of these is a comprehensive Field Training Program, for new officers. We also hope to reorganize and refocus our detective unit. We expect a new national D.A.R.E. curriculum will be in place sometime in 2003 and it is our intent to continue with this important program. We will continue to promote our community programs and hope to have a newly revamped Citizens Police Academy.

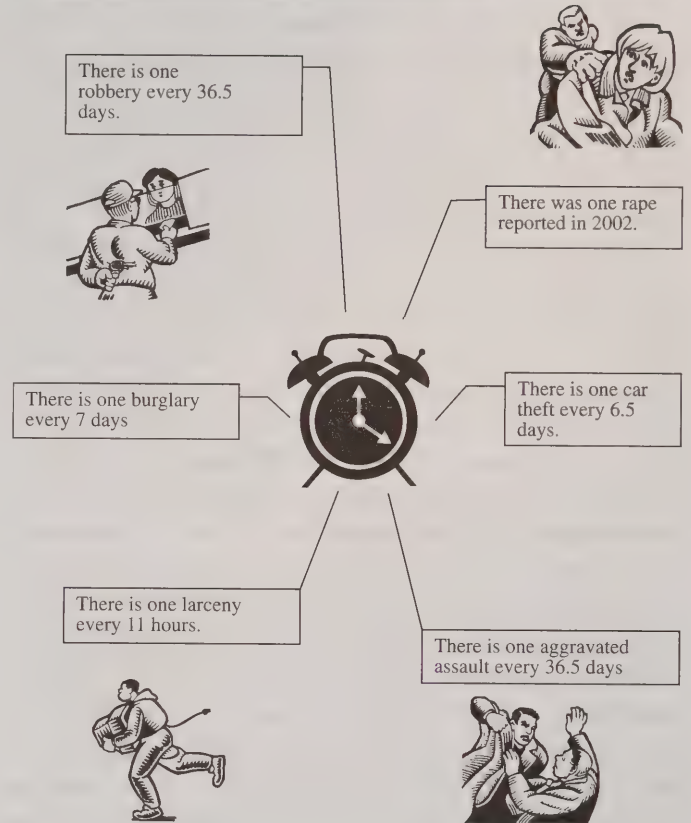
Acknowledgments

Many, many people and organizations were so helpful to us this past year. It is hard to single one out for fear of ignoring another, but we must recognize the help and support of Town Administrator Robert Mercier, Human Resources Director Anne Marie Tucciarone-Mahan and Selectman Gary Gianino as three of the people we work most closely with. Thanks to the community for their support during the year – support that is so crucial. As always, special thanks to the employees who do the job day in and day out. Your dedication and support is recognized and appreciated. Personal thanks to Captain Barry Solomon, who served as Acting Chief for the first few weeks in January and has helped me enthusiastically through my first year as chief.

Respectfully submitted,

Francis Hart
Chief of Police

2002 CRIME CLOCK FOR BURLINGTON



ARREST ACTIVITY - 2002

Arrests in 2001: 236 Arrests in 2002: 252
Percentage Change: 6.8%

The total number of arrests for the year was 252. Breakdowns by different categories are listed below.

Historically, the majority of arrests involve more males than females. In 2002, this was no exception, as the chart below indicates:

Arrests by Sex	
Males	Females
196	56

Arrests are typically distributed across the three working shifts unevenly. The evening shift (4 P.M. – Midnight) usually has the most arrests, because it is usually the busiest shift. Here is the breakdown:

Arrests by Shift		
Day	Evening	Night
(8/4)	(4/12)	(12/8)
69	139	44

The busiest days for arrests in 2002:

Arrests by Day of Week	
Friday	51
Saturday	46
Tuesday	37
Sunday	36
Thursday	31
Monday	28
Wednesday	23

When looking at the frequency of arrests by month, it is interesting to see where the peaks and valleys are:

Arrests by Month	
October	27
April	27
March	27
December	26
May	23
November	22
January	22
July	21
February	18
June	16
August	13
September	10



Bicycle Officer Steve Papagno

More people are arrested from Burlington than anywhere else. Here are the top locations from whence our arrestees come:

Burlington	62	Lowell	6
Woburn	30	Revere	5
Boston	25	Medford	5
Out of State	20	Stoneham	4
Billerica	16	Malden	4
Somerville	10		

Criminal Summons Issued: 184



Officer Tigges, Chief Hart, Sheila Hennessy from Burlington Mall, Dispatcher Connolly and Officer Schipelliti in front of the new police car at the mall.

Offenses Charged During Arrests

A & B	19
A & B on Police Officer	3
A & B, Dangerous Weapon	6
Abandoning M/V	1
B & E, Night, Day-Felony	2
B&E, Daytime, Misdemeanor	1
Credit Card, False, <= \$250	1
Defective Equipment	12
Defraud Innkeeper	1
Disorderly Person	7
Failure to Display Insp Sticker	2
Failure to Obey Traffic Sign	4
Failure to Use Care Starting/Stopping	7
False Report of a Crime	1
False Name & Address to Police Officer	3
Forgery	5
Indecent A & B Person 14+	2
Larceny from Building	2
Larceny of M/V or Trailer	2
Larceny of Property, > \$250	32
Leaving Scene, Property Damage/or P.I.	12
License not in Possession	1
Marked Lanes	8
Not Duly Licensed	7
Operating after Revocation	20
Operating after Revocation of Registration	28
Operating after Suspension	2
Operating after Suspension for OUI	1
Operating M/V without Seatbelt	2
OUI – Drugs	3
OUI – Liquor	22
Possession Class A Drugs	3
Possession Class D Drugs	14
Possession Class E Drugs	1
Rape/abuse child <16	1
Receiving Stolen M/V	1
Receiving Stolen Property, > \$250	16
Shoplifting – All Forms	29
Stop Sign/Traffic Sign Violation	1
Armed Robbery	2
Uttering	6

A & B Indecent Under 14, Injury	2
A & B Domestic	1
A & B, Elder 60+ Years	2
Attaching Plates	12
B & E, Night, Misdemeanor	1
B & E, Motor Vehicle	2
Buy/Receive/Etc. Stolen M/V	1
Commit a Crime-Threat Of	5
Credit Card, False, > \$250	7
Disturbing the Peace	1
Failure to Drive within Marked Lanes	3
Failure to Keep Right	1
Failure to Stop for Police Officer	4
Failure to License Dog	0
Failure to Yield to Vehicle on Right	1
Following Too Closely	0
Hypodermic Needle/Syringe	3
Kidnapping	1
Lewd & Lascivious	1
Larceny of Credit Card	3
Larceny of Property, <= \$250	1
Malicious Damage, > \$250	14
M/V Trespass	1
Minor Transporting/Possessing Alcohol	6
Make/Use/Sell False Liquor ID	2
Operating after Revocation for OUI	1
Operating M/V without License	20
Operating after Suspension, 2nd Offense	2
Possession Burglarious Tools	4
Operating to Endanger	4
Open Container in M/V	1
OUI – One Prior Offense	7
Possession Class B Drugs	1
Possession Class D Drugs – 2nd Offense	2
Receiving Stolen Property, <= \$250	3
Red Light Violation	13
Speeding	35
Trespassing	8
Uninsured/Unregistered M/V	23
Violation Restraining Order	10
Warrants – All Types	78
Well Being Check	162
Wires Down	99

Note: Not each offense is necessarily arrestable by itself. Many offenses are part of a multiple-charge arrest. No SUMMONS information is included.

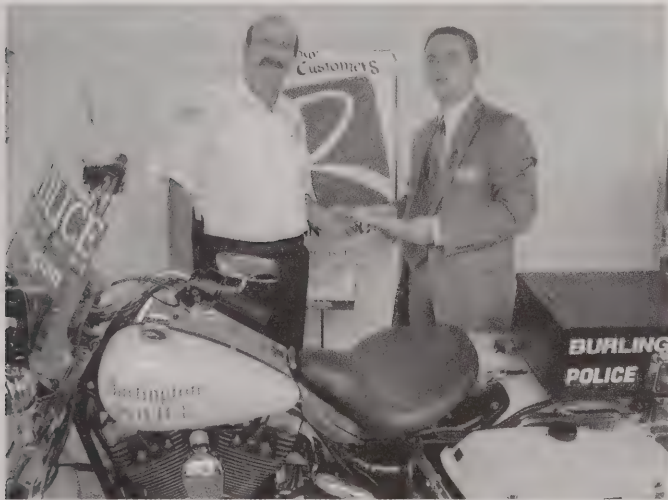
ACCIDENT ACTIVITY – 2002

Accidents in 2001: 1,449 Accidents in 2002: 1,241
Percentage Change: -14%

The total number of accidents in 2002 was 1,241 – a 14 % reduction from 2001. The total does not necessarily include accidents that were of a very minor nature (requiring no report) or accidents investigated by the State Police.

Accidents by Day of Week

Thursday	215	17%
Friday	203	16%
Wednesday	195	16%
Monday	177	14%
Tuesday	172	14%
Saturday	157	13%
Sunday	122	10%



Captain Solomon accepts gift certificates from Roche Bros. Store Manager Arthur Ackles for National Night Out

Accidents by Month

December	138
November	125
August	111
March	110
January	109
October	109
April	107
May	107
June	107
February	81
September	73
July	64



Officers Redfern, Sullivan and Gagne in the new summer uniforms

Types of Accidents

Angle	687
Rear End	474
Head-On	76
Other/Unknown	4

Severity of Injuries

Killed	1
Serious Visible Injury	9
Minor Visible Injury	41
Injury, Not Visible	66

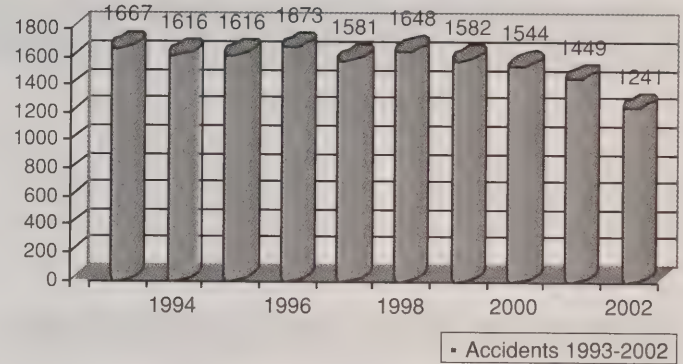
Accidents by Shift

8 A.M. – 4 P.M.	636	53%
4 P.M. – Midnight	467	37%
Midnight – 8 A.M.	96	7%
Unknown/Unreported	42	3%

Summary of Locations Where Accidents Occurred

This chart shows locations with nine or more accidents in 2002.

Location	Total Accidents 2002
75 Middlesex Tp (At/near Burlington Mall)	120
34 Cambridge St	31
Center St & Winn St	27
Middlesex Tp & Route 128 N	26
Middlesex Tp & Route 128 S	23
Bedford St & Cambridge St	23
Bedford St & Middlesex Tp	22
Cambridge St & Route 128 S	22
Cambridge St & Route 128 N	21
Mall Rd & Middlesex Tp	18
Cambridge St & Winn St	18
Cambridge St & Mall Rd	18
Middlesex Tp & Wheeler Rd	15
Middlesex Tp & Second Ave	15
Cambridge St & Wilmington Rd	14
41 Mall Rd	14
98 Middlesex Tp	13
Cambridge St & Wayside Rd	13
123 Cambridge St	12
1 Cambridge St	12
Route 128 S & Route 3S	11
Cambridge St & Francis Wyman Rd	10
Cambridge St & Skilton Rd	10
Mall Rd & South Bedford St	9
52 Middlesex Tp	9
43 Middlesex Tp	9



CITATION ACTIVITY – 2002

Citations in 2001: 6,445 Citations in 2002: 7,683
Percentage Change: 19%

The total number of citations written in 2002 was 7,683 – an increase of 19 %. Breakdowns by different categories are listed below.

Types of Citations

Arrest	55
Civil	2,506
Criminal	127
Warning	4,995

Totals above do not match total number of citations because some citations are issued with mixed types.



Officer Al Gagne and friends at the Bicycle Rodeo

Top Fifteen Violations Cited During 2002

Speeding	4,233
Red Light Violation	1,241
Seatbelt Violation	1,307
Uninspected M/V	476
Stop Sign Violation	416
Failure to Obey Traffic Sign	273
Sign U/Turn Violations	261
Defective Equipment	240
Unregistered M/V	156
License Not in Possession	120
Improper Left Turn	104
Oper After Susp/Revocation	86
Registration Not in Possession	72
Marked Lanes	46
OUI/Alcohol or Drugs	28



Barbara Cunningham is Employee of the Month for June 2002.

Violations by Month

May	1,033
November	710
January	709
February	698
March	696
October	645

April	615
August	567
July	558
December	528
June	492
September	432



Auto Etching Day at Burlington Mall

Top Fifteen Locations For Citations

279 Cambridge St.	460
Middlesex Tp & Third Ave	255
Peach Orchard Rd. & Winn St	224
Meadow Rd & Middlesex Tp	197
Middlesex Tp & South Ave	187
Middlesex Tp & Wheeler Rd	178
Cambridge St. & Terry Ave	168
Middlesex Tp & Terrace Hall Ave	167
344 Cambridge St	162
Fourth Ave & Middlesex Tp	159
Mall Rd. & Middlesex Tp	145
Cambridge St. & Edsel Dr	138
Center St. & Winn St	137
Pine Glen Way & Wilmington Rd	125
Burton Rd & Peach Orchard Rd	122

INCIDENT/SERVICE ACTIVITY – 2002

Total for 2001: 25,949 Total for 2002: 26,045

Percentage Change: 0.4%

911 Call	5,127
Abandoned M/V	48
Alarm	2,091
Ambulance Request	1,071
Animal Bite	6
Animal Complaint	448
Animal Control Activity	21
Animal/Dead	154
Assault/In Progress	3
Assault/Past	49
Assist Other Agency	189
Assist Public	455
ATV/Dirt Bikes	48
Bike Unit Activity	11
Brush Fire	10
Burglary/Attempt	14
Burglary/In Progress	8
Burglary/Past	45
Bylaw Violation	57
Child Abuse/Neglect	7
Civil Complaints	59
Deaths – Unattended	6
Disabled M/V	715
Disturbance	275
Domestic/In Progress	74
Domestic/Past	40
Domestic Violence Officer Activity	21
Driving To Endanger/In Progress	4
Drug Complaint	12
Escort	39
Explosion	7
Exposer	6
Fight/In Progress	43
Fire	119
Fireworks	40
Flim-Flam	18
Found Animal	47
Found Person	12
Found Property	109
Grass Fire	3
Gas – Leak/Smell	49
Gunshots	11
Harassing Phone Calls	79
Harassment	55
HazMat Complaint	10

Investigation	209
Juvenile	19
Kidnap/Abduction	1
Liquor Violation	5
Lockout	540
M/V Accident/Cruiser	16
M/V Accident/Hit & Run	228
M/V Accident/No Personal Injury	734
M/V Accident/Past	43
M/V Accident/Personal Injury	148
M/V Accident/Unknown	214
M/V Burglary	162
M/V Fire	15
M/V Recovery	63
M/V Stop	3311
M/V Theft	83
Malicious Damage/In Progress	15
Malicious Damage/Past	329
Missing/Found Person	36
Missing/Found Property	138
Noise Complaint	235
Notification	67
Obscene/Annoying Phone Call	5
Officer Complaint	1
On-The-Job Injury/Exposure	6
Open Door/Window	49
Paper Service	210
Park & Walk	118
Parking Complaint	269
Personal Medical Alarm	7
Police Information	342
Prisoner Release	239
Protective Custody	3
Psychological/Suicide Threat	31
Repossession	33
Road Debris	53
Road Hazard	272
Robbery/Past	9
Robbery/Progress	1
Runaway	1
Safety Officer Activity	182
Sexual Assault	5
Snowmobile/ATV Accident	4
Suspicious Activity	343
Suspicious M/V	462
Suspicious Person	298
Theft/In Progress	27
Theft/Past	643
Threats/In Progress	6
Threats/Past	86

Traffic Assignment	1,859
Traffic Control	155
Traffic Signals Out	229
Trespass/In Progress	12
Trespass/Past	8
Uttering	39
Vehicle Complaint	186
Warrant Arrest	23
Water Leak	42
Weapons Complaint	2
Well-being Check	162
Wires Down	99
Youth Complaint	369

NOTE: Calls listed above represent events entered into our log. They will not always match when compared to other specific statistics listed in this report. This is due to a number of reasons including differences in interpreting calls, changes in call status, etc. 911 calls listed above include all calls made over the E-911 lines.

Calls by Shift

8 A.M. – 4 P.M.	9,496	42%
4 P.M. – Midnight	9,234	40%
Midnight – 8 A.M.	4,082	18%

Calls by Month

October	2,212
December	2,045
November	2,041
May	2,026
August	1,933
March	1,892
June	1,890
April	1,882
July	1,784
September	1,771
January	1,734
February	1,602

Summary of Locations Where Calls For Service Originated

75 Middlesex Tp (Mall)	1,572	Bedford St. & Cambridge St	116
41 Mall Rd (Lahey Clinic)	332	114 Winn St	116
34 Cambridge St (Crossroads)	322	Peach Orchard St & Winn St	116
279 Cambridge St (Colonial Park)	226	Cambridge St & Mall Rd	115
43 Middlesex Tp (Middlesex Mall)	221	Middlesex Tp & Second Ave	113
123 Cambridge St	202	26 Beacon St	111
Mall Rd & Middlesex Tp	174	42 Mall Rd (Longmeadow Pl)	109
Middlesex Tp & Terrace Hall Ave	170	108 Middlesex Tp	106
Cambridge St & Route 128 N	162	Route 128 N & Winn St	102
Middlesex Tp & South Ave	148	150 Lexington St	99
Cambridge St & Winn St	134	98 Middlesex Tp	99
1 Mall Rd	126	Center St & Winn St	94
Cambridge St & Route 128 S	124	Middlesex Tp & Wheeler Rd	93
Middlesex Tp & Route 128 S	120	Middlesex Tp & Route 128 N	92
Cambridge St & Wilmington Rd	92		

This chart shows all locations where at least 90 calls originated.



Captain Devlin and Officer Schipelliti at National Night Out

Summary of Locations Where Cars Are Stolen (Minimum of 2)

Burlington Mall	21	Arboretum Way	2
Middlesex Tp	5	South Ave	2
Cambridge St	4	Edwards Rd	2
Lahey Clinic	3	Crossroads Shopping Ctr	2

FIRE DEPARTMENT

Department Roster

FIRE CHIEF

Paul Thibault

ASSISTANT FIRE CHIEF

Lee Callahan

CAPTAINS

*Kevin Browne *John Corbett
*Scott Carpenter *Michael Nolan

LIEUTENANTS

*Timothy Browne *Peter McAnespie
*Steven McLean *Robert Paul
*John Skinner *James Sorenson *Steven Yetman

FIRE PREVENTION/INSPECTION SERVICES

Captain *Michael Hanafin
Lieutenant *Charles White

TRAINING/COMMUNICATIONS

Captain *Michael Patterson

CLERICAL STAFF

Joanne Arbing Mary Fay Karen Carlson

FIREFIGHTERS

*Gary Arbing	*Timothy Hovasse
*Michael Bibbey	John Hunt
*James Browne	*Ronald Kullman
*William Callahan	*Gerard Letendre
*Kevin Canty	*Donald MacDonald
Gary Cauldwell	*Anthony Marino
*Mark Cedrone	*Edgar McLean
*Clifford Comeau	*Nicholas Menkello
*Andrew Connerty	*Scott Perry
*Sean Connors	*Kevin Pollicelli
Thomas Corbett	*John Price
Michael Donahue	*David Richardson
*Kurt Duprez	*Michael Runyan
*Louis Falzarano	*Mark Saia
*Todd Ficociello	*Leonard Sawyer
*Michael Fontannay	*James Sherman

*Gerard Hanafin	*David Sullivan
*John Hanafin	*Paul Sullivan
*James Hapenney	*John Walthall
*Richard Hovasse	*Fred Williams

EMERGENCY VEHICLE TECHNICIAN

G. Thomas Lee

CIVILIAN DISPATCHERS

*Stephen Baia *Elaine Carpenter *Brendan Micciche
*Nicole Runyan
*Department EMTs

FIRE CHIEF

This past year saw a change in the Department with retirements and a training captain position. The training captain has been a long awaited position to coordinate daily training and maintain training records. Lieutenant Michael Patterson was promoted to the position to provide and schedule training among the four shifts. In past years, shift officers did training and quality assurance of the training amongst the shifts was lacking due to the different instructors on the shift. Captain Patterson will maintain the program and assure that all personnel are provided with the same training.

Retirements reflected major personnel changes in the Department. Four officers (two captains and two lieutenants) and one firefighter retired this past year. With these retirements and the new training captain we promoted three lieutenants to captains and five firefighters to lieutenant. Promoted to captain, Lieutenants Michael Patterson, Michael Hanafin, and John Corbett. Promoted to lieutenant, Firefighters Timothy Browne, Steven McLean, Robert Paul, Peter McAnespie, and James Sorenson.

Lieutenant Lee Callahan was temporarily promoted to assistant chief filling the position vacated by Assistant Chief Pouliot in 1999. The assistant chief is responsible for the daily operation of the Department, coordinating training, repairs, maintenance, and service between the suppression personnel and other divisions in the Department as well as other Town and area departments.

With these retirements and promotions we hired new firefighters in February Mr. John Walthall and Mr. David Richardson were hired and attended the 11-week

Massachusetts Fire Academy (MFA) Recruit Firefighter Training Program graduating in May. In September we hired Mr. Anthony Marino, Mr. Todd Ficociello, and Mr. Timothy Hovasse. Mr. Marino was a firefighter in Lexington and had already been through the MFA Recruit Program. Mr. Ficociello and Mr. Hovasse began their MFA Recruit Program in September and graduated in December. Of the five new firefighters, three were Burlington dispatchers. Mr. Marino, having left in 1997 to become a Lexington firefighter and both Mr. Richardson and Mr. Hovasse becoming firefighters. With these two dispatchers leaving, we hired replacements. Burlington residents filled both dispatch positions: Mr. Brendan Micciche replaced Dispatcher Richardson in February and Mr. Stephen Baia replaced Dispatcher Hovasse in November. All the new hires are looking forward to their careers with the Department.

Captain William Devereaux retired in July having served the town for 32 years. He became a firefighter in 1970, was promoted to lieutenant in 1974, and captain in 1989. Captain Devereaux also served as the EMS Training Officer providing EMS training for all Department members. He will be missed having served the community and other Town Departments over the years.

Captain Edward Costa retired in August this past year. He joined the Department in 1973 was promoted to lieutenant in 1987, captain in 1989, and took over Fire Prevention in 1993. Captain Costa will be missed as his knowledge of Fire Prevention and the occupancies throughout the Town will be hard to replace.

We had three personnel take advantage of the Town's Early Retirement Incentive:

- Lieutenant George Creamer was appointed to the Department in 1976, and promoted to lieutenant in 1993. He had served as a line officer on Group 4.
- Lieutenant Alfred Brabant was appointed as a firefighter in 1978 and promoted to lieutenant in 1990. He served with Captain Devereaux on Group 1 as lieutenant.
- Firefighter Paul McLaughlin was appointed to the Department in 1975. He spent most of his years with Group 3, working with Lieutenant Gerbrands and Lieutenant Robinson.

These retirements will have an impact on the Department, as the knowledge these personnel acquired over the years is gone. We wish them all a long and happy

retirement in the years to come.



2002 Pierce Quantum 1500GPM Pumper

In January the Town Meeting approved a transfer towards the purchase of a new fire engine. We went to bid in February and awarded the contract in March. Additional funding was provided through funds made available from Oracle. The new pumper was delivered in October. This was a much-needed replacement of a pumper lost in 2000. We were down to three pumping engines, having to borrow an engine from Newton Fire in 2001. The Fire Department runs three pumping engines and the aerial tower daily. Without the spare engine, we were not able to maintain the four pieces of apparatus in service daily as we returned the Newton pumper in January of 2002. Several times during the year due to breakdowns, we were unable to maintain four pieces of apparatus to respond and had to rely on mutual aid to assist in our calls. With the arrival of the new engine we now have a backup piece of apparatus. This allows for an engine to be taken out of service for preventive maintenance or repair and maintain four in service. We still experience problems from time to time as two or more engines may be out of service for repairs due to the age of the fleet. These front-line vehicles run seven days a week, 24 hours a day. The life expectancy for front-line fire engines is about 10 years, after which they are used as backup or reserve apparatus. We have only two fire engines that are less than 10 years. The others are a 1983, 1990, and the aerial tower is a 1990. These three older pieces should all be backup or reserve apparatus, however, we continue to press these vehicles into front-line service daily.

The fire apparatus responses were lower than previous years. We did not have major storms or brush fires incidents of past years. Structure fires remain constant, however, losses have been reduced by early fire detection. Many of these structure fires could have caused much more damage or loss of life if they had not been detected early or contained by fire sprinkler systems.

Emergency Medical Services (EMS) responses were up slightly. The Department continues to look at increasing our EMS from a Basic Life Support (BLS) service to that of an Advanced Life Support (ALS) service. We hope to follow the lead of neighboring communities that have acquired or are in the process of establishing ALS service through their public safety (Fire or Police) departments. Currently we continue to be serviced by private providers such as Armstrong and Action Ambulances Services for ALS service. With regional hospitals on divert more and more it becomes a necessity to provide a higher level of medical service in the field, as we must travel further to receiving hospitals. Many days during the year both Lahey Clinic and Winchester Hospital were on divert status. When this happens our personnel are required to transport to other hospitals that are open and accepting. We are seeing more trips to hospitals in Boston and other areas. Note, this increases the time personnel are out of the area and not available to respond to calls.

With all that is happening we look forward to working with the community and businesses to provide a safe place to live and work.

Respectfully submitted,

Paul R. Thibault
Fire Chief

AMBULANCE

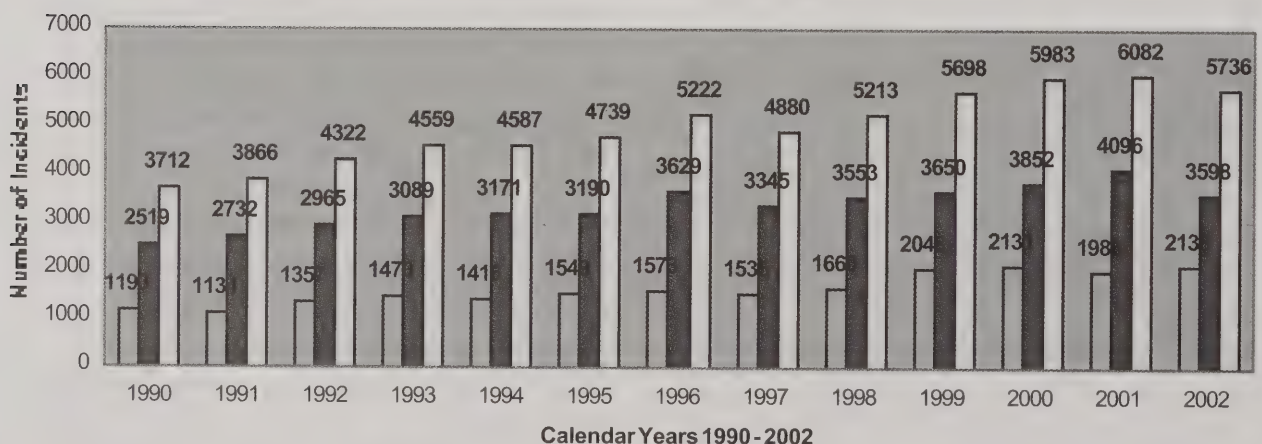
The Burlington Fire Department Ambulances had a busy year in 2002 responding to over 2100 calls for medical aid. A 16% increase from last year. Both Ambulance 1 and Ambulance 2 saw an increase in requests from surrounding cities and towns for mutual aid, along with Burlington requesting mutual aid from our neighboring communities.

There continues to be overcrowding at local hospital emergency rooms, requiring these facilities to go on "divert" or closure status. The effects include patients unable to go to the hospital of their choice, along with longer transport times to hospitals willing to accept the emergency Ambulances.

Emergency Medical Technicians and First Responders continue to participate in extensive training programs throughout the year, participating in classes located at the Fire Department, as well as, throughout the state. This past year all EMT'S received training in administering Aspirin to patients suspected of having a Heart Attack. This treatment has proven to have dramatic results in improving survival to these patients. In addition, several EMT'S attended a class sponsored by Boston Medflight dealing with situations requiring AirMedical transport for certain trauma patients.

We continue to work closely with Police and other agen-

AMBULANCE - FIRE EXPERIENCE RECORD



■ AMBULANCE ■ FIRE □ TOTAL

Town of Burlington

Burlington Fire Department 2002 Report of Incidents by Type of Incident

CODE	TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
	Empty							1						1
	Blank												1	1
100	Fire, other	3	3	4	1	5	2	5	8	5	6	2	1	45
111	Building fire		1	1	1	3	1	2		1	2		1	13
112	Fires in structures other than in a building										2			2
113	Cooking fire, confined to container	2	4		2	1	2	3	3		1	1	2	21
114	Chimney or flue fire, confined to chimney or flue													0
116	Fuel burner/boiler malfunction, fire confined	1				2			1		1	2		7
117	Commercial Compactor fire, confined to rubbish													0
118	Trash or rubbish fire, contained	1			1		1						2	5
122	Fire in motor home, camper, recreational vehicle						1							1
123	Fire in portable building, fixed location					1								1
130	Mobile property (vehicle) fire, other			2					2	1	2	1		8
131	Passenger vehicle fire							1		1	1	1		4
140	Natural vegetation fire, other					3				1				4
141	Forest, woods or wildland fire			1										1
142	Brush, or brush and grass mixture fire			1	9	6	3	4	1	1				25
143	Grass fire				2					1				3
150	Outside rubbish fire, other					1								1
151	Outside rubbish, trash or waste fire								1	1	1			3
154	Dumpster or other outside trash receptacle fire	1	1		4	1					2		1	10
160	Special outside fire, other						1	1						2
161	Outside storage fire													0
162	Outside equipment fire			1										1
163	Outside gas or vapor combustion explosion								1					1
221	Overpressure rupture of air or gas pipe/pipeline									1				1
223	Air or gas rupture of pressure or process vessel											1		1
300	Rescue, emergency medical call (EMS) call, other	51	57	37	64	20	31	31	14	35	26	5	21	392
311	Medical assist, assist EMS crew	52	62	82	67	92	88	95	113	96	98	99	83	1027
321	EMS call, excluding vehicle accident with injury					9	6	2	13	3	16	19	14	82

2002 Annual Report

Burlington Fire Department 2002 Report of Incidents by Type of Incident

CODE	TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
322	Vehicle accident with injuries	10	6	8	6	7	7	4	5	10	13	15	7	98
323	Motor vehicle/pedestrian accident (MV Ped)	4	5	1	1	3	3	4	7	2	12	4	10	56
331	Lock-in (if lock out, use 511)						1	1	1		1			4
340	Search, other												2	2
341	Search for person on land													0
342	Search for person in water													0
350	Extrication, rescue, other			1	1									2
351	Extrication of victim(s) from building/structure													0
352	Extrication of victim(s) from vehicle		1							1				2
353	Removal of victim(s) from stalled elevator							1						1
360	Water & ice related rescue, other	2												2
363	Swift water rescue													0
371	Electrocution or potential electrocution													0
381	Rescue or EMS standby				1				1			1		3
400	Hazardous condition, other	3	4	5	1	3	5	1	6	3	2	1	7	41
411	Gasoline or other flammable liquid spill					2	2	2	3	2	1	2		14
412	Gas leak (natural gas or LPG)		1		1		2	3	3	6	5	6	3	30
413	Oil or other combustible liquid spill													0
420	Toxic condition, other										1			1
421	Chemical hazard (no spill or leak)													0
422	Chemical spill or leak			2	1				1					4
424	Carbon monoxide incident												1	1
430	Radioactive condition, other												1	1
440	Electrical wiring/equipment problem, other		1		1	1	1	4	1	2	1		2	14
441	Heat from short circuit (wiring), defective/worn													0
442	Overheated motor	1		1			3			1		1		7
444	Power line down		1	1	1	2	2	1	1	4	6	1	12	32
445	Arcing, shorted electrical equipment	1	3		1	2		4	1		1	1	3	17
460	Accident, potential accident, other	5	5	8	14	11	18	9	15	9	12	10	13	129
461	Building or structure weakened or collapsed													0
462	Aircraft standby				1						2			3
463	Vehicle accident, general cleanup	8	4	1	4	6	4	2	5	3		8	5	50

Town of Burlington

Burlington Fire Department 2002 Report of Incidents by Type of Incident

CODE	TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
480	Attempted burning, illegal action, other			1	1									2
481	Attempt to burn													0
500	Service Call, other	47	40	44	52	51	47	57	45	60	60	67	34	604
510	Person in distress, other													0
511	Lock-out			1					1		1	1		4
512	Ring or jewelry removal			1			1		1					3
520	Water problem, other							1		2	1	2	2	8
522	Water or steam leak										2			2
531	Smoke or odor removal							1				1	1	3
541	Animal problem													0
550	Public service assistance, other						1	1				3	5	
551	Assist police or other governmental agency		4	3		1		1	2	4	2		1	18
552	Police matter													0
553	Public service						1				5	1	1	8
554	Assist invalid								1	1	2	2	2	8
561	Unauthorized burning													0
571	Cover assignment, standby, moveup	2	1	1	1	2		4	1	3	3	3	2	23
600	Good intent call, other	6	6	2	1	2	4	1	3	1	4	7	11	48
611	Dispatched & canceled en route		1	2	1				2	2	3	1	12	
621	Wrong location					1	1		1					3
631	Authorized controlled burning												0	
650	Steam, other gas mistaken for smoke, other													0
651	Smoke scare, odor of smoke	2	2	1	2	4	1	5	5	3	2	2	4	33
652	Steam, vapor, fog or dust thought to be smoke													0
653	Barbecue, tar kettle							2						2
661	EMS call, party transported by non-fire agency													0
671	Hazmat release investigation w/no hazmat		1		1	3			1		1			7
672	Biological hazard investigation, none found						1							1
700	False alarm or false call, other	2	2	1	1	7		5	4		5	1	2	30
710	Malicious, mischievous false call, other					1	2	1			1		1	6
711	Municipal alarm sytem, malicious false alarm					1								1
712	Direct tie to FD, malicious/ false alarm					1	4							5
714	Central station, malicious false alarm									1				1

2002 Annual Report

Burlington Fire Department 2002 Report of Incidents by Type of Incident

CODE	TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
715	Local alarm system, malicious false alarm													0
721	Bomb scare - no bomb						1							1
730	System malfunction, other			1					1					2
731	Sprinkler activation due to malfunction							1				1		2
733	Smoke detector activation due to malfunction	2	2	3	1	1	1		2	4	5	4	2	27
735	Alarm system sounded due to malfunction	5	6	13	9	15	17	19	6	11	8	5	13	127
736	CO detector activation due to malfunction				1	2				2				5
740	Unintentional transmission of alarm, other		1				5				1	2		9
741	Sprinkler activation, no fire - unintentional	1		1									1	3
743	Smoke detector activation, no fire - unintentional	5	7	5	6	7	4	6	3	7	9	7	2	68
744	Detector activation, no fire - unintentional							1			1	2	1	5
745	Alarm system sounded, no fire - unintentional	24	14	22	33	31	36	30	33	38	23	15	24	323
746	Carbon monoxide detector activation, no CO		1	1							1	1	4	8
813	Wind storm, tornado/hurricane assessment									1				1
814	Lightning strike (no fire)													0
900	Special type of incident, other			1										1
911	Citizen complaint				1							1		2
TOTALS		241	246	260	297	312	310	317	318	330	354	309	304	3598

cies to educate children in accident and injury prevention, and have seen a decrease in preventable trauma incidences in this age group.

Mark S. Saia, EMT-P
EMS Coordinator

FIRE PREVENTION/INSPECTIONAL SERVICES

New development both in residential and commercial properties continued in 2002.

Examples of commercial construction projects completed or in progress during 2002 are Sun-Micro, Nokia Phase II, Kohl's and Roche Bros. Meetings regarding the development of many new large construction projects have taken place throughout 2002 as well. These include apartment complexes located on Richardson Road, Westgate Drive, Kimball Court, and the Wall Street/Mountain Road Project.

The new Shaw's Supermarket project has also been progressing through the planning phase. The abatement/demolition process of the existing structure should be beginning in January 2003, with the projected opening date of the new supermarket being November 2003.

Commercial construction requires many steps, including site plan reviews, which consider preliminary requirements such as fire apparatus access, water supply, exposure to other structures, type of occupancy, etc. The next step is a meeting with Fire Protection Engineers to discuss Fire Alarm, Fire Suppression, Municipal Fire Alarm connections, and the issuing of the proper permits. Once the project is started, on-site inspections are required to keep track of the progress being made. The Certificate of Occupancy is issued after a final inspection and all new systems are tested.

Renovations and additions to existing residential and commercial structures has also continued to keep us busy. The following is a list of permits and inspections made:

TYPE OF SERVICE

Commercial Occupancy Inspections	113
Masterbox Certification	59
On- Site Inspections	448
Permits Issued	411
Plan Review	266
Residential Occupancy Inspections	103
Site Plan Review	37
Smoke Detector Inspections	270
Traffic Light Repairs	2
TOTAL	1709

We would also like to inform the residents and developers of Burlington that after nine years of dedicated service as the captain of Fire Prevention, Captain Edward Costa retired in August of 2002. We would like to wish him the best in his retirement.

Inspectional Services would like to take this opportunity to thank all residents and members of the business community for their cooperation in making Burlington a safer place to live and work.

Captain Michael Hanafin
Lieutenant Charles White

TRAINING DIVISION

In August 2002 The Burlington Fire Department created the position of Training/Communications Captain. This position will be staffed by a Captain who would work a Monday through Friday schedule. This captain is responsible for supervising the training of Department personnel, maintaining training records and overseeing dispatch operations. The Training/Communications Captain also assists at fire incidents in the role of Incident Safety Officer. This is a critical position in the Incident Command System working with the incident commander for the protection of firefighters.

Over the past year there has been retirements of experienced fire officers and firefighters. As a result, there has been many promotions and new employee hires. The need for a Training/Communications Captain becomes even more important. The Department has an obligation to properly train the members so that they can perform their duties safely and efficiently.

Standard Operating Guidelines are the backbone to successful fire departments. Myself along with the Assistant Fire Chief are taking a hard look at our guidelines and are making the necessary changes to keep them up to date. The fire service has a way of changing from day to day, as is evident from September 11, 2001. It is our responsibility to see that we keep ahead of all these changes.

In order to keep the Department up to date on training activities it is important to have the flexibility to attend the numerous training opportunities that are offered across the state. We have one of the finest fire academies in the nation that offers an unlimited amount of courses. Several members recently attended Worcester Fire's Safety and Survival Seminar in which valuable information will be brought back to our Department.

Keeping Department members trained on Fire Dispatch operations is also an important part of the Training/Communications Captain. Handling the call volume, dispatching the proper apparatus, monitoring all emergency calls and generating incident reports are all crucial fire department functions. A review of our fire dispatch guidelines is also underway.

I look forward to the upcoming year. Much work will have to be done in order to create and present quality-training programs. I will focus on firefighter safety on the fireground.

The more time that is spent in training the better the product will be out in the streets. This will be beneficial for both our firefighters and our community.

Captain Michael Patterson
Training Division

JUVENILE FIRESETTERS INTERVENTION PROGRAM

The Burlington Fire Department continues to work in conjunction with the Middlesex County District Attorney's office to identify and manage juvenile firesetters. Identification is made through investigation by law enforcement, school, and fire officials, along with clinicians. Management is accomplished through the judicial system using education as a primary tool. Successful completion of the educational component of the program has shown as much as a seventy percent reduction in recidivism.

Although Burlington didn't process anyone through the program in 2002, some incidents are currently being investigated for possible future intervention through the program. Chief Thibault continues to support the program by providing trained Fire Department educators and space for the fire school to take place in. Looking forward toward future involvement by firefighters, Burlington firefighters have come forward to show an interest in receiving educator and screening training in the coming months. Having our own screeners and educators would decrease dependence on other communities to assist Burlington as we work to intervene with juveniles having an incident of firesetting.

My appreciation goes to Chief Thibault, the Burlington School Department, and the Burlington Police Department for their assistance.

Assistant Chief Lee Callahan

Juvenile Firesetters Intervention
Program Coordinator

PUBLIC WORKS DEPARTMENT

Syamal N. Chaudhuri

Superintendent of Public Works

Thomas F. Hayes
Town Engineer

Evelyn M. Shaw
Administrative Assistant

Thomas F. Hickey
Operations Manager

William A. Bannon
Highway

Paul Neilsen - Acting
Central Maintenance

Assistant Superintendents

David C. McCafferty
Water and Sewer Utilities

Managers

Paul W. Cauldwell
Cemetery

William D. Keene
Treatment Plant

DPW Staff

Frank E. Anderson	Charles F. Woods, Jr.
John T. Baldwin	Larry Kennedy
Paul S. Bieren	William Lundgren III
Maria L. Bonfanti	Russell J. Makiej
Robert S. Clougherty	Donna L. Manning
Craig H. Cooper	Pialisa A. Manent
Martha A. DeFrancesco	James Marchese, Jr.
Richard L. Dubbs	Armand Marion
Michael P. Dwyer	Nanette D. Masotta
David E. Everton	Kathleen A. McElaney
Allen F. Ferriera	Robert W. McMahon
Dennis F. Fitzgerald	Michael P. Minichiello
Mark V. Gerbrands	Eric A. Moran
Jennifer Gelinas	Alan C. Nelson
Robert S. Glover	Stephen G. Perry
Stephen M. Hardy	Donald H. Price
Frederick M. Haynes	Michael A. Quinones
Stephen A. Johnson	Charles D. Ralph
Kevin J. Keene	Richard A. Reid
Teresa J. Keene	Brian R. White

The Department of Public Works strives to do the best possible work in the many aspects of the Department, which consist of six (6) unique Divisions. We have experienced many changes in the last twelve months including 5 employees' who retired:

Dennis L. Chase	Patrick L. Mustoe
Ronald Ganley	Albert Marchant
Paul Giglio	



Left to right: Patrick Mustoe, Ronald Ganley, Paul Giglio, Dennis Chase (Albert Marchant not pictured) (Photo by Alan C. Nelson)

They were an asset to their divisions. Your fellow co-workers and myself wish you a happy and long retirement.

I wish to thank all of the DPW employees for a "job well done". Also a special thank you to all the DPW employees, Recreation employees and outside Contractors that gave up their Christmas and New Years to battle a continuation of storms, that lasted for 15 days, which amounted to 24" of snow.

Respectfully submitted,

Syamal N. Chaudhuri
Superintendent Public Works

ADMINISTRATION

I would like to dedicate this section to the Administrative Division Personnel that have done an excellent job of keeping up with the extra heavy load of work that this year has brought to them.

- \$4.5 Million Dollars was billed on time, even though the personnel were new.
- Over 2,500 calls were processed through this office by this Division, or were sent to the proper Divisions, Town Department or State Agencies.
- 1, 934 Purchase Orders were processed that encompasses all Divisions.

The above are just a few projects. Others include Civil Service; Budget; Personnel Records for 72 employees (including summer help), which consists of sick time, vacations, accident reports, workman's compensation to name a few.

Again, I thank them for all of their perseverance in coping not only with me, but also in the every day issues of this Division.

Respectfully submitted,

Evelyn M. Shaw
Administrative Assistant
Public Works

ENGINEERING DIVISION

This Division is one of the six Divisions under the Department of Public Works. The Engineering Division evaluates, designs, bids, and manages Town funded infrastructure improvement projects. Engineering staff manages consulting engineers hired to design projects outside the expertise of the Division. In addition, the Division provides support to other Public Works Divisions as well as any Town Department that requests technical assistance. This office maintains and updates infrastructure plans, and project files.

Capital Improvement Projects

The Division designed, obtained permits, and provided construction management for the following projects, which were funded through Articles approved by Town Meeting:

- **Water Main Replacement Sheldon Street** – Consisted of the replacement of approximately 600 linear feet of 6-inch Asbestos Cement (AC) pipe with 8-inch Cement Lined Ductile Iron (CLDI) pipe. The contract was awarded to Tornare Construction of Watertown MA.
- **Vactor Stream Cleaning** – Consisted of cleaning using Vactor technology of the following streams in order to remove accumulated sediment and improve drainage flow. The contract was awarded to National Water Main Cleaning of Hyde Park MA.

Brooks

Longmeadow Brook from Barbara Circle to South Bedford Street (2000')

Stream running from Skelton Road to Violet Street (600')



Water Main Replacement - Sheldon St. (Photo by Dennis F. Fitzgerald)



Stream Cleaning – Longmeadow Brook (Photo by Dennis F. Fitzgerald)

Contract Management

The Division managed outside consultants hired to undertake the following projects:

- **Sewer System Evaluation Study** – Awarded to Metcalf & Eddy Engineers of Wakefield MA, to conduct a town-wide study of the sanitary sewer to determine location and quantity of Infiltration (seepage of groundwater) and Inflow (illicit connections) in the system. The results of the study will be used to remove the Infiltration and Inflow as required by the Administrative Consent Order issued by the Department of Environmental Protection.
- **Infrastructure Mapping** – Awarded to Metcalf & Eddy engineers of Wakefield MA, to prepare a detailed map of the Town's drainage and sewer system. Using existing record drawings and Global Positioning System (GPS) an accurate digital map will be developed that will help us better manage the infrastructure as well as fulfill the NPDES Phase II mapping requirements.

DPW Projects

The Division designed, permitted, and provided construction assistance for the following projects which were undertaken by DPW forces and/or in conjunction with private contractors:

- Muller Road cross-country drain line extension consisting of 130', 12"-ADS drain installed by Burlington Loam.
- Arnold Terrace cross-country drain line repair consisting of the replacement of 150', 18"-ADS drain installed by Burlington Loam.



Arnold Terrace (Photo by Dennis F. Fitzgerald)

- Winn Street drainage repair consisting of the emergency replacement of a failing drainage structure and pipe by Tornare Construction.



Winn St. Drain Repair (Photo by Dennis F. Fitzgerald)



Winn St. Drain Repair (Photo by Dennis F. Fitzgerald)

- Sewer Inflow/Infiltration removal project in various locations town wide consisting of manhole rehabilitation, illicit connection removal, and sump pump redirection. In 2002 approximately 650,000 gallons of inflow has been removed from the sewer system.
- Pavement Management – provided assistance to the Highway Division with paving/reconstruction of the following streets:
 - Winn Street – Woburn/Burlington Town line to Frances Road
 - Peach Orchard Road – Pine Avenue to Winter Street
 - Sunset Drive - Mildred Road to cul-de-sac

Other Projects

The Division provided design and/or technical assistance on the following projects:

- Cambridge Street Water Main Project
- Cambridge Street Water Gate Installation Project
- Prouty Road Street Acceptance
- Prouty Road Reconstruction & Sidewalk Project
- Birchcrest Road Property Easement Plan
- Burlington Housing Authority Site Plan
- South Bedford Street Wall reconstruction project
- Skelton Lane-Sewell Street ("Wyman Brook")
- Human Service Building Drainage Project - Concept
- Intersection Redesign Plans (Keans, Moss, Donald) - Concept

Subdivision/Site Plan Inspection

The Division conducted construction inspections of the following projects:

- Oracle site development, Van De Graff Drive
- Roche Brothers site redevelopment, Cambridge Street
- Café Escadrille expansion, Cambridge Street
- Hillsdale Road extension
- Richardson Road development
- Sun Microsystems Campus, Network Drive
- New Building, 26 Ray Ave
- Site Development, Corporate Drive
- New Building, 71 Third Avenue
- Blueberry Estates Subdivision
- Bristol Street Subdivision
- Michael Drive Subdivision
- McCafferty Estates Subdivision
- Ciera Way Subdivision
- Radcliff Street Subdivision

Computer Aided Drafting and Design

The Division's standard CAD software is AutoCAD Land Development. All plans produced by the Division are created using this software to maximize production and reuse of the data on future projects.

In 2002 the Assessor maps were transferred to digital format and will be maintained as drawing files for ease of update and conversion to a GIS format. In addition, a CAD detail library has been created and CAD standards are being developed to standardize the production of drawings and provide consistent CAD files from project to project Infrastructure Management.

- **Plan Filing System** – In an effort to automate the Town's record drawings, many of the plans have been scanned and compiled into a TIF image file format. In addition, all marginal information (title, author, date, scale, etc.) has been entered into a database and linked to the image. The database allows advanced searches and quick retrieval of utility data. In addition, when integrated with the Division's standard CAD software, AutoDesk Land Development, the Division is able to maximize production of project drawings and reuse of data on future projects.
- **Pavement Management System** – The pavement condition of all roads was determined through a town wide road inspection, evaluated and rated pavement based on standard pavement. Data collection was accomplished using a Compaq iPAQ handheld computer running ESRI's ArcPad GIS software. A GIS shape file of road centerlines with and an intuitive data entry dialog box was developed to record pavement defects. Pavement observations were linked directly to the road segment evaluated expediting data entry and reducing typographical errors. Results from the inspection will be used to generate a Pavement Condition Index (PCI); based on the PCI, a priority list for pavement maintenance and resurfacing will be created. The data will be processed and priority lists generated by early 2003.
- **Utility Permits** - This year the Division modified the utility permits to combine Street Opening, Sewer and Water into one permit. Using Microsoft Access; database tables, input forms, and permit reports were created to streamline and automate the permit process. This will make issuing a permit easier, more efficient, and less confusing; not only for the employees but also for the contractors. This year the Division issued 108 Street Opening Permits and 39 Sewer Permits.

Respectfully submitted,

Thomas F. Hayes, P.E.
Town Engineer

OPERATIONS MANAGEMENT

The following reports summarize the year's day-to-day activities, special projects, and emergency actions of the Cemetery, Central Maintenance, Highway, Water & Sewer Utilities Divisions of the Department of Public Works. Throughout the year all the employees of these divisions strive diligently to perform their respective duties in a most courteous and professional manner in order to ensure a high level of quality service and safety to the residents and businesses of Burlington. To all the personnel of these divisions I would like to extend my thanks for a job well done.

Respectfully submitted,

Thomas F. Hickey
Operations Manager

CEMETERY DIVISION

	Chestnut Hill	Pine Haven
Burial	73	53
Lots Sold	-0-	62

Special Projects

Chestnut Hill: Installation of new water line and sprinkler heads along Sections H & C. Backflow preventers for sprinkler system installed in Sections P-2 & C. This included bark mulch and shrubs being planted around the preventers. All repairs on the waterline and sprinkler heads were also repaired throughout the cemetery.

Pine Haven: The Chapel at Pine Haven was painted with high quality paint to preserve its integrity. The chapel is used throughout the year for services of many different denominations. The construction of the Cell Tower has begun with an expected completion in 2003.

Old Burial Grounds: The Middlesex Sheriff's Department Community Outreach Program sent a crew and they removed leaves, branches and debris from the back of the cemetery.

General maintenance is performed throughout the year including weedwacking around the headstones and trees; cutting grass; trimming trees and bushes; repair and painting fences; maintenance of equipment; snow plowing and snow removal.

I would like to take this opportunity to thank the DPW Employees who are always there when we need them; the Veterans Administration of Burlington and the Veterans for their help in the preparation for Memorial Day, you are always there for us; and to the Veteran Administration of Bedford, who sends us the VA men when needed and the summer help. Last, but not least, I especially want to thank the Cemetery Staff, they take genuine pride in doing a great job.

To Ronald Ganley, who retired this year. We send our best wishes for a long and happy retirement.

Respectfully submitted,

Paul W. Cauldwell
Manager
Cemetery Division

CENTRAL MAINTENANCE

This division has had many changes including the retirement of the Assistant Superintendent Dennis L. Chase*, we wish him well. The Division maintains DPW, Police, Recreation, and other Town vehicles, which consist of approximately 130 vehicles. Many of these vehicles are beyond their replacement years and need more maintenance than usual.

Respectfully submitted,

Paul Neilsen
Acting Assistant Superintendent
Central Maintenance

*Although I have retired, I wish to thank the Central Maintenance personnel for all that they have done through the year. To my friends in DPW, I'd also like to thank you.

Respectfully submitted,

Dennis L. Chase
Former Assistant Superintendent
Central Maintenance

HIGHWAY DIVISION

The Highway Division conducted its regular maintenance of roadways, drainage easements, street and traffic signs, fences, guardrails and catch basin cleaning. During the winter months the division spent many hours removing snow and ice from the roadways. Burlington experienced 13 storms during the 2002 season. The winter months of March and April were spent cleaning catch basins and repairing winter dam-

age. All sidewalks were swept of heavy sand. April and May were very busy months sweeping sand from all roadways.

Special Projects during the spring, summer and fall months:

- Bush cutting throughout town
- 2,000 catch basins and drain manholes were cleaned
- Damaged driveway aprons and berms were repaired
- Lawns damaged during winter months were repaired

Machine Berms installed on the following streets:

- Oak Street
- Holly Street
- Cutting Lane
- Ridgewood Lane
- Glen Ave.
- Ardmore Ave.
- Amherst Road

Roads re-surfaced by Highway Division:

- Cedar Street/Skilton Lane
- Skilton Lane 100'
- Rahway Road 400'
- Raymond Road Ext.
- Lowell Street
- Oak Street
- Ridgewood Lane
- Housing Authority (re-surfaced resident parking lot; installed new drop off and two new Handicap parking spots).

Sidewalks re-surfaced:

- Wilmington Road
- Francis Wyman Road

Roads re-surfaced by Pavement Management Programs:

- Peach Orchard Road – (Pine Ave. to Pearl St.)
- Winn Street – (Mountain Rd. to Woburn Line)
- Sunset Drive – (Mildred Road to Dead End)

Drain Line Flushing:

- Winn Street
- Crystal Circle
- Wyman Street
- Middlesex Turnpike
- Sunset Drive
- Donna Lane
- 15 Chandler Road
- Locust Street
- Bedford Street
- Francis Wyman Road
- Cambridge Street

The Highway Division constructed a new road surface on Oak Street caused by a major water break. The department installed gravel, binder and top and installed a machine berm on both sides of the road. Also the Division constructed a new drop-off and 2 handicap parking spaces at Tower Hill Apartments for the Housing Authority.



Back Row (left to right): Mike, Jimmy, Larry, Frank, David, Al, Dave; Front Row (left to right): Bill, Donna, Donny, Kevin, Craig, James, Eric (Photo by Stephen G. Perry)

The Highway Division responded to 15 accidents and 7 gasoline and oil spills.

Two new employees were added to the Division. Eric Moran, who transferred from the Water/Sewer Division and John Baldwin from the Lowell D.P.W.

I would like to take this opportunity to thank all the employees of the Highway Division for a job well done and for taking on difficult tasks during the calendar year. Also, a

special thank you to all D.P.W. employees, Recreation Department and Private Contractors that assisted the Highway during the winter months.

Respectfully submitted,

William A. Bannon
Assistant Superintendent
Highway Division

WATER AND SEWER UTILITIES DIVISION

The following is a summary of statistics, special projects and work completed by the Water/Sewer section of the division.

Special projects

Hydrant flushing started in June, but was suspended due to water ban restrictions during summer of 2002.

As you all are aware, we instituted a water ban in the summer on an odd/even basis and only watering could be done during the hours of 7:00 pm to 9:00 pm on respected days.

We installed 600 feet of new 8-inch water main on Sheldon Street as part of our continuing effort to upgrade the distribution system in town.

We installed a new grinder at the Terrace Hall Sewer Station to handle the disposal of screenings that are generated from the sewer system. This eliminates disposing of screenings to an outside source.

We replaced Bio-filter media with new media due to the media clogging and breakdown. This system filters and cleans exhaust air from the station as odor control.

We also installed a new 125hp pump at the Terrace Hall Sewer Station to replace a pump that was installed in 1985. We used the old pump for parts to rebuild pump no. 1 and pump no. 3 at this station, since these pumps do approximately 75% of all sewage pumping in town.

Some statistics

Meters replaced:	194
New meters installed:	56
Meters repaired:	43
Second meters sealed:	70
Lien certificates:	152

Final readings:	39
Extra readings:	159
Outside viewers installed:	330
Removed meters:	8
Shut off valves replaced:	41
Water turn ons/off:	44
Water taps:	6
Water gates serviced:	11
Fire Hydrants painted:	150
Fire Hydrants moved:	24
Fire Hydrants installed:	9
Water/Sewer mark outs and locates:	231
In addition to our regular work we responded to:	
Water breaks:	7
Water service leaks:	16
Sewer blockages:	18
Sewer station alarms:	32

We also jet rodded 25,000 feet of sewer lines in a preventative maintenance program that we perform every year.

We also bench tested 257 water meters. We do bench tests on every meter we replace or have requests to in order to insure accuracy of our meters for proper billing of your water/sewer usage.

New Equipment

- 450 new water meters.
- New JVC all wheel drive backhoe/loader to replace the 1979 Ford backhoe/loader.
- New generator for the Douglas Ave. Sewer Pumping Station. This unit is permanently installed on site to handle power failures. The old system called for the use of a portable generator, but this was a time consuming and inefficient way of doing it.

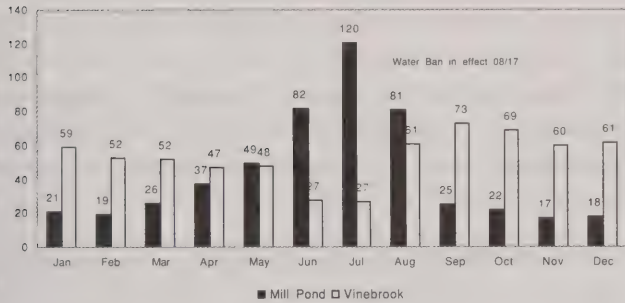
WATER TREATMENT PLANT

The year 2002 was a very busy year for the Water Treatment section of the Water and Sewer Utilities Division. The Town experienced a substantial drought condition requiring curtailing of plant operations at the Mill Pond facility due to near record low levels in the lake. The Town was fortunate to have a good ground water facility to provide water to the system and later to our northern neighbor Wilmington Mass. The Shawsheen River was at record lows from June to well into late November when the rainfall was more consistent. The drought condition caused the implementation of the first water ban in several years. Without this ban the Water Department would not have been able to meet water consumption needs, which can be seen graphically by the attached charts. The overall production due to the ban fell within normal volume based on the past years.

The Mill Pond – Water Treatment Plant complex, while running short on water to produce, ran exceptionally well. The annual testing of the facility showed that while the facility is currently meeting all EPA quality parameters, there is still room for improvement. The Microscopic Particulate Analysis Test (MPA Test) showed that while no harmful organisms such as Giardia Lambria or Crypto Sporidium were passing through the filters, improvements could still be made. The most current improvement to the facility that was completed in 2002 was the Chlorine Contact Chamber, which would disable any organisms. Also associated with work last year was the installation of a Data acquisition and Supervisory control system. This system will help streamline data storage for better graphical analysis. The Mill Pond started use of its new Ammonia system, which will form Chloramines. The chloramination system will still afford Burlington's Water system and continues bacterial protection but will also offer Trihalomethane formation (THM's) and taste and odor control. The Mill Pond Plant has also stated continuous Particle counting which will help in filter efficiency as part of an overall plant evaluation. It should be noted that the Mill Pond facility turned 30 years old in 2002 since the plant was opened in April 1972. It is planned that the Mill Pond facility will undergo a Comprehensive Plant Evaluation study in 2003 to insure the facility will continue to meet current and future rules and regulations.

Town of Burlington

Town of Burlington - Mill Pond SWTP/Vinebrook GWTP
Water Pumped - Millions of Gallons
2002



Mill Pond Reservoir August 2002 (Photo by Robert S. Clougherty)

The Vinebrook Groundwater Facility underwent its annual plant filter inspection and items noted will be repaired in 2003. It should be noted that no significant items were found. The original air stripping Tower #1 and #2 were fully inspected and new media installed. The only areas that were not completed due to initial monetary con-

straints were the floors of the towers that will be addressed in 2003. The groundwater facility had three of its source water wells #5, #10 and well #11 rehabilitated with excellent results. The source water in all is to be improved as in the past. The Supervisory Access Data Avulsion System was updated and improved in 2002 and will hopefully be updated in 2003 to a newer version.



Vinebrook Water Treatment Plant Stripping Towers (Photo by Rosemarie Tieri)

The distribution system storage tanks and production facilities, due to the September 11 experience, were all looked at from a security point of view. In the most recent review, all fencing was checked and in the case of our largest tank a fence was completely installed. The Federal Government will be funding and requiring a complete vulnerability assessment within the next two years. The DPW is currently reviewing potential upgrades to security with the Federal Mandate in mind. The storage tanks were also inspected for structural problems in 2002 and based on that review the maintenance schedule was revised with

	Well #1	Well #2	Well #3	Well #4	Well #5	Well #10	Well #11	Vinebrook Raw	Vinebrook Finished	Mill Pond Raw	Mill Pond Finished	Combined Raw	Combined Finished	Billeric Station
January	13.43	5.58	4.65	3.64	4.15	22.41	5.45	59.32	59.02	20.99	20.91	80.31	79.93	66.73
February	11.72	4.95	4.21	3.23	3.84	18.84	4.61	51.41	52.44	20.29	19.45	71.70	71.89	148.48
March	11.90	4.93	4.61	3.46	4.06	17.91	4.63	51.50	52.12	27.26	25.96	78.76	78.08	135.11
April	10.03	4.25	4.87	3.82	4.48	14.72	3.95	46.12	47.13	39.16	37.16	85.28	84.29	40.02
May	11.00	4.72	4.56	3.51	4.02	15.66	4.31	47.76	47.65	51.54	49.10	99.30	96.75	0.00
June	7.51	3.47	3.00	2.35	2.74	7.47	2.11	28.65	27.26	87.86	82.07	116.51	109.33	42.73
July	7.59	4.07	2.85	2.20	2.59	6.27	1.81	27.37	26.66	134.35	120.31	161.72	146.97	38.70
August	11.34	6.48	3.26	3.53	5.36	24.91	6.53	61.41	60.58	91.26	81.01	152.67	141.59	0.00
September	12.28	7.48	6.17	4.13	6.70	30.32	7.41	74.50	73.13	25.79	25.34	100.29	98.47	52.18
October	11.28	7.18	4.10	2.79	4.20	32.92	7.84	70.31	68.60	23.35	22.15	93.66	90.75	108.57
November	8.33	5.22	3.40	2.27	3.58	29.41	7.00	59.21	59.84	16.61	16.64	75.82	76.48	101.49
December	10.74	6.67	5.35	3.52	5.61	25.13	6.07	63.09	61.16	18.95	17.78	82.04	78.94	0.00
Totals	127.14	65.01	51.03	38.46	51.32	245.97	61.71	640.65	635.58	557.41	517.88	1198.06	1153.46	734.01

completion of the exterior coating on the Greenleaf tank to be done in 2003. Three cases improved in quantity and quality. The staff also completed the third annual Consumer Confidence Report as required by the EPA. The report will continue.

The water quality throughout the distribution system has greatly improved especially in the past two years due to the start up of the groundwater facility. The corrosion control program appears to be taking hold in the system with a vast reduction in the number of black and brown water complaints. The iron and manganese levels in the system have dropped off since the groundwater facility was placed on line. The corrosion program effectiveness is further backed up by the excellent results in the federally mandated lead – copper testing performed in the past two years. The Chloramination Program started in September 2002 to prevent the formation of trihalomethanes, a bi-product of chlorination, and appears to be working with a noticeable reduction in THM's. The pH is slowly being adjusted up to a pH range of 8.1 to 8.3. The water quality should continue to improve as current and future adjustments take effect.

Three members of our crew retired this year: Al Marchant, Paul Giglio, and Patrick Mustoe. Good luck to all of them. Transferring into the Division from the Highway Division were Michael Dwyer and myself.

Respectfully submitted,

David C. McCafferty
Assistant Superintendent

CONSERVATION COMMISSION

Introduction

The Burlington Conservation Commission respectfully submits the following report of the various activities of the Conservation Commission and Conservation Staff during 2002. Any person who wishes to learn more about this report or the functions of the Commission is invited to contact the Conservation Department or a member of the Conservation Commission.

The Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to three-year terms. The Commission is responsible for

ensuring compliance with the Massachusetts Wetlands Protection Act and the local Wetlands By-law (Burlington By-law Article XIV). To this end, the Commission receives and reviews applications for projects involving work within one hundred feet of wetland resource areas or within 200 feet of a river or perennial stream. Through the public hearing process, the Commission determines whether a project is permissible under the wetlands regulations, and issues or denies a permit accordingly.

The Conservation Commission is also responsible for managing several parcels of Town land under their jurisdiction. These include the three largest Conservation Areas – Mill Pond, Sawmill Brook and Little Brook – in addition to several smaller parcels. Beyond managing existing Conservation Land, the Commission pursues and promotes the acquisition of additional open space throughout the Town through several means, including conservation restrictions, land donations, and outright purchases.

The Conservation Commission is assisted by a three-person Conservation Staff, including Conservation Administrator John Keeley (who replaced Kristen Phelps in April), Conservation Assistant Randy Newell and Senior Clerk Ellen Longo. The staff is responsible for providing technical review of project proposals, ensuring compliance with the timelines and administrative requirements of the wetlands statutes, providing input to other Town Boards and officials, and assisting residents and project proponents in navigating the application process.

Regulatory Functions/Permitting

In 2002, new applications included requests for the confirmation of wetland boundary delineations, the review of new residential projects and the permitting of commercial redevelopment ventures. Projects in the latter category included (for example): demolition and new construction at the former Raytheon facility on Wayside Lane; renovation and conversion of the former Brunswick Lanes bowling alley into a self-storage facility; and the removal of hazardous sediments in a pond and brook at the former Lockheed Martin property on Network Drive, now owned by Sun Microsystems.

Land Management

The Conservation Commission once again sponsored the annual tree give-a-way at the April town elections; distributing Colorado blue spruce trees to more than 500 res-

idents who came out to vote. The 2002 Conservation Photo Exhibit – in its eighth year – centered on the theme “Burlington Exposed”. The photo exhibit is intended to encourage community members to explore and enjoy the natural environment, whether it be at one of the major Conservation Areas or in their own back yards. Many Burlington residents, including several High School students, submitted photos picturing flora, fauna and other “natural” subjects. Mill Pond was a popular setting for many of the photos. The exhibit ran from mid-September to mid-October at the Burlington Public Library.

With financial help from a Route 3 construction mitigation grant, the Town of Burlington and the Conservation Commission acquired a significant new Conservation Area in 2002 at the end of Marion Road. It contains several acres of uplands, and an extensive wetland system provides significant flood storage and water quality enhancement. There is an excellent diversity of native vegetation throughout the parcel, including about a dozen very large shagbark hickories that provide valuable wildlife habitat. The site already has a well-worn trail system and will provide continued opportunities for passive recreation and nature observation for residents. The parcel’s proximity to the Francis Wyman School enhanced its attraction, as it could serve as an easily accessible “outdoor classroom”.

The Conservation Commission sponsored a tour of the land in September that was attended by about a dozen residents. The Conservation Commission and staff spent considerable time and effort during 2002 in an attempt to purchase the 15.7 acre parcel. This goal was achieved in September, when Town Meeting members voted to approve the purchase of the parcel.

Additionally, the acquisition of the Clapp’s Mill property, approved in 2001, was finalized in 2002.

Stream Cleaning

The summer stream-cleaning program entered its twelfth year under the supervision of Travis Wheeler. The five-person stream cleaning crew addressed the traditional trouble spots in residential areas, removing truckloads of trash and debris from stream channels each week. The crew also spent a significant amount of time cleaning Sandy Brook, Longmeadow Brook and Lubber’s Brook. Under Conservation Commission review, the DPW also continued the “machine stream cleaning” program, using the Vactor machine. Sections of Longmeadow Brook, Sandy Brook and

an unnamed brook near Violet Road were vactored in 2002.



Marion Road (Photo by: Randy Newell)

This report was prepared on behalf of the Conservation Commission by John Keeley, Conservation Administrator.

Respectfully submitted,

The Burlington Conservation Commission

Larry Cohen, Chair
Philip Sutton, Vice Chair
Indra Deb, Commissioner
Marylee Everett, Commissioner
Gail Lima, Commissioner
Paul Mazzocca, Commissioner
Kerry Melanson, Commissioner

BOARD OF APPEALS

The Board of Appeals of the Town of Burlington is created under Section 9.5.1 of the Zoning By-Law, pursuant to Chapter 40A of the Massachusetts General Laws. The two alternative and five permanent members of the Board are appointed by the Town Administrator to unpaid terms of one and five years respectively. Its purpose is to hear and decide appeals from an adverse decision of the Building Inspector or any Town Board, to make determinations in Flood Hazard Districts, to hear and decide petitions for variances, in particular instances to permit signs in a Business or Industrial Zoning District larger than those specified in the Zoning By-Law and, to issue comprehensive permits under MGL Chapter 40B.

The vast majority of cases heard by the Board are petitions for variances from strict compliance with the Zoning By-Law. After giving notice by mail to the abutters of the affected parcel and giving notice to all others by newspaper publication, the Board holds a public hearing to hear all of the evidence either in favor of or in opposition to the granting of the variance.

In order to grant a variance from the strict requirements of the applicable zoning by-law, the Board must find the following:

1. That, owing to circumstances relating to the soil conditions, shape or topography of such land or structure which is the subject matter of the petition for a variance and especially affecting such land or structure, but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the zoning by-law would involve substantial hardship, financial or otherwise, to the petitioner.
2. That desirable relief may be granted without substantial detriment to the public good.
3. That desirable relief may be granted without nullifying or substantially derogating from the intent and purpose of the by-law.

The burden upon the Board of Appeals is a great one and cannot be taken too lightly because the collective decision that it makes will have a lasting effect upon the town and its citizens. It is the only town board with explicit authority given by the State Legislature to actually allow citizens to avoid complying with the law, in appropriate situations.

There is no set formula by which the Board can make its decision so that every decision appears compatible with the other. What may be a substantial derogation of the intent and purpose of the zoning by-law in one petition may not be so in another. Consequently, it is difficult to compare any one decision of the Board with another. Each case must be treated individually and must stand on its own merits and not be decided by precedence.

In 2002, the Board heard 45 cases, 22 were residential cases which generated \$2,200.00 in fees, 22 commercial cases which generated \$5,750.00 in fees and 1 comprehensive permit which generated \$5,000.00 in fees. The applications generated in total \$12,950.00 in fees.

The members of the Board of Appeals are pleased and honored to serve the town and look forward to another successful year of dedicated service to its citizens.

Respectfully submitted,

Robert Meaney, Chairman
William Gaffney
Wayne Harding
George Murray
John T. Sullivan
John A. Alberghini, 1st Alternate

BUILDING DEPARTMENT

I herewith submit my report as Inspector of Buildings for the year 2002. The current economic conditions have caused an undeniable change in construction as reflected in this report. The construction cost for 2002 is down 40% from last year coming in at \$47 million dollars. The total number of permits issued by the Building Department staff during 2002 was 2,504, resulting in over 4000 inspections being performed. The total permit fees collected for 2002 was \$484,366, a 16% drop from last year. The number of permits and inspections are approximately the same as last year. Effective July 2002 we increased our applications fees, from \$5.00 per thousand to \$8.00 per thousand. Our previous fee increase was in the early 1990's.

This past year the Building Department expanded its success with the permit tracking system by recording inspections, offering quick and easy access to the tracking and reporting of inspections. The department received and responded to over 93 complaints, performed 85 annual inspections and provided numerous zoning determinations. The only new street in 2002, Westgate Drive accommodates the expansion of the Westgate apartment complex: two (2) 10-unit apartment buildings and a maintenance garage, due to begin construction in 2003. Radcliff Street and Haven Terrace have extended to accommodate five (5) new single-family dwellings, three (3) at Radcliff, and two (2) at Haven Terrace. In addition, the extension of Richardson Road is for the construction of fifteen (15) townhouses. Since March 1986 the Town has been under a Sewer Moratorium and our office continues to monitor and record the amount of wastewater produced for proposed new construction and additions.

Residential building permits were down slightly this year from last. Indications seem to show residents want to settle in Burlington, subsequently adding on to their existing dwelling. This year included twenty-seven (27) residential dwellings: eighteen (18) dwellings on new parcels and nine (9) dwellings demolished and replaced with new dwellings on the same parcel. Swimming pools were up 51% from last year. Trends this year, included:

18 Two-Story Additions	25 Second Floor Additions
22 Garages w/rooms above	56 Decks
21 Family room additions	24 Seasonal/Sunrooms
35 Kitchen Additions/Remodels	54 Siding
65 Roofs	

The commercial building permits were down from last year (approximately 67%). Significant construction projects included a self-storage facility, Millipore, and new tenant spaces i.e. Fox Sports, Alpha Tech, Digimarc ID Systems, Cognos. Sun Microsystems Building 10 was started (foundation & site work), and then was put on hold. Three (3) wireless communication sites had delayed construction but are now underway.

Zoning complaints and violations this year mainly consisted of the parking of more than one (1) unregistered vehicle and/or commercial vehicles in a residential zone and the placement of banners & freestanding signs on commercial property.

This past year the Building Department enlisted the help of three (3) seniors from the Senior Work Off Program, assisting the clerk in the maintenance of our files. We are also a first-time participant in Shawsheen Technical High School's Senior Externship Program, where a Senior is placed for observation, instruction and a meaningful, learning-rich work experience in the business environment. Nicole Minichiello of Wilmington from the Business Information Service Department at Shawsheen is working with our staff. We would like to take this opportunity to thank them for a job well done and look forward to a long-term involvement in both these programs.

Since September 11, 2001 our office has been working diligently with state agencies and public safety departments going through a continuation of certification classes, meetings and training exercises. These agencies include the Local Emergency Planning Committee (LEPC), Massachusetts Emergency Management Agency (MEMA), Federal Emergency Management Agency (FEMA) and Statewide Anti-Terrorism Unified Response Network (SATURN).

The Building Department's future goals for the coming year are (1) to stay ahead of the demand that will be imposed by construction activity underway and what is being planned, (2) microfiche our plans to reduce our large area of archived storage, (3) use pocket PCs in the field to record inspections, and (4) integrate existing files into the records tracking software. We realize this is an ambitious list but we feel it is attainable. To date, we have been able to cope with the demand imposed upon us, directly attributable to the maintenance of the Department's current staffing levels.

The department offers the following informational brochures: (1) *Building/Development Process Handbook*, explaining the permitting process, (2) *The Building Department's Most Frequently Asked Questions*, and (3) *2nd Water Meter Guidelines*, a brochure explaining the procedure for installing these meters. Also available upon request, is a list of contractors, plumbers, electricians, etc. for your use in your proposed construction job.

The total number of permits issued and estimated values are as follows:

BUILDING PERMITS

Work Categories	No. Issued	Estimated Construction Cost (In Dollars)	Fees Collected
New Residential Dwellings	27	4,330,000	27,785
Residential Additions	209	9,132,272	84,380
Residential Remodels	216	2,312,601	15,509
Residential Garages	9	118,978	842
New Commercial Structures	1	5,255,000	31,377
Commercial Additions	5	2,685,900	25,213
Commercial Alterations	139	20,779,034	169,484
Signs	80	201,241	3,950
Miscellaneous	50	796,263	9,064
Foundation Only	11	273,700	3,728
Swimming Pools	41	461,033	1,435
Demolitions	39	426,791	3,475
Temporary Mobile Homes	0	0	0
Temporary Trailers	15	28,000	900
TOTALS	842	\$46,801,268	\$ 377,143
		Fees Collected	No. of Inspections
Building Permits	846	\$ 377,143	1,889
Certificates of Inspection	85	3,984	85
Electrical Permits	831	55,215	1,109
Plumbing Permits	412	37,188	726
Gas Permits	328	10,619	441
Miscellaneous Copies, etc.		217	
TOTALS	2504	\$484,366	4,250

Respectfully submitted,

John J. Clancy
Inspector of Buildings

THE OFFICE OF VETERANS SERVICES

The Burlington Office of Veterans Services had a very busy and productive 2002. The office and the veteran community were involved in a number of activities and events beginning in February when *Give Thanks America* came to town, right through to Veterans Day in November. Most people in town know this office through the public events, but the focus and primary concerns of the Burlington Office of Veterans' Services is working in private with veterans to ensure that they and their families receive the proper benefits due them. We also interact with a wide variety of residents on a myriad of issues and topics.

In February *Give Thanks America*, a week long program that allows people to send video messages to our troops around the world, visited the Burlington Mall, and the response to our search for volunteers to man the station was tremendous. Volunteers from the veteran community, Hanscom AFB, and from the general public made the week an exciting event. More information and photos can be seen on our web page veteransinfo.net.



"Give Thanks America" – Selectman Albert Fay; Veterans' Agent Robert Hogan, Congressman John Tierney; Colonel Joseph Maryeski, Hanscom AFB ESC; and Rick Tonsi, Burlington Mall Manager sent the first ceremonial messages. (Photo by Betty McDonough)

In April this office participated with the Burlington American Legion Post #273 as they dedicated a new U.S. Flag Dropbox. It is located in the front driveway of the

American Legion Post on Winn Street. This is for all U.S. Flags that are old and worn, so they may be properly disposed of. We observed POW/MIA Recognition Day with the Flying of a huge POW/MIA Flag at 127 Cambridge Street. The Flag was loaned to us by Charlie Bevilacqua, and the Flag Pole belongs to Prudential Suburban Realtors.

The Burlington schools were actively involved with veterans' issues and programs, and this office was pleased to be invited to participate in many of these events, including an assembly and discussion, at Marshal Simonds Middle School, about life as a teenager during World War 2, as well as a terrific performance called "Saying Thanks is Not Enough" at the Pine Glen Elementary School.

And Burlington High School Principal Linda Hayes held her second annual Veterans' Day ceremony, dedicating the event to Korean War Veterans. This office was honored to be invited and assisted with identifying local Korean War Veterans. We also invited Former Massachusetts Commissioner of Veterans' Services, Korean War Veteran, and recipient of the Congressional Medal of Honor, Thomas Hudner.



Shown with some of Burlington's Korean War Veterans is Commissioner Thomas Hudner, center standing, with Navy Commander Peter Dutton, 4th from left seated with Principal Linda Hayes and Vietnam Veteran Don Tocci, 3rd from right. (Photo by David Luther)

After the placement of the 23 wreaths around town by the Allied Veterans, the Memorial Day Ceremony at Chestnut Hill cemetery was held with all the proper dignity our deceased veterans deserve. Sgt. Major Kip Carpenter,

USMC of the 1st Battalion, 25th Marines, was the guest speaker, and Reverend Jacqueline McGrady from St. Mark's Church was our Chaplain. The high school band played the National Anthem and the Military Medley.



Chestnut Hill Cemetery (Photo by Betty McDonough)

The speaker for Veterans' Day was Lt. Bryan Collins from Hanscom AFB, and Reverend Peggy Derrick of the United Church of Christ Congregation was our Chaplain. Also in attendance were members of the Middlesex Sheriff's Department Honor Guard, The American Legion Rifle Squad, the Marine Corp League Honor Guard and the Burlington High School Marching Band. Bosen's Mate, 2nd Class, Roy Thorstensen piped in the start of the ceremony.

After one full year on line, the *veteransinfo.net* web page has been very successful and has had more than 3,000 hits from which telephone, e-mail, and hard mail inquiries were received from several states across the country and two foreign countries.

The Office of Veterans' Services has as its top priorities: providing services designed to improve the quality of life for every veteran in town and their surviving dependents; assisting the disabled with a myriad of issues; the submission of applications for low-income families to apply for fuel assistance; taking applications for those individuals wishing to work in Labor Service positions with the Town of Burlington and providing a list of names to appropriate departments when a Labor Service position opens.



Marriott Hotel Staff Volunteers with General Manager, Jim Kappel at far right
(Photo by Betty McDonough)

Veterans' Services also handles, for many citizens of the town, innumerable human service issues not listed in our title. Elderly and young alike visit or call the office seeking information about and assistance with employment, Social Security, Medicare and Medicaid. With an influx of low-income families through subsidized housing in Burlington, many people arrive at this office asking advice about low-cost health care and insurance and educational information for college-bound children.

Special thanks go out to the staff at the Marriott Hotel for delivering and serving a continental breakfast to our veterans each and every Memorial Day and Veterans Day. The hotel supplies the food and beverage and the staff volunteer their time.

1. VETERANS SERVICES

Massachusetts General Laws Chapter 115 grants eligible Burlington veterans, their families and their surviving dependents benefits to provide for daily living. These benefits also cover medical insurance and medical care payments for residents who are uninsured or underinsured. These benefits are intended to be temporary in nature and not a full time, permanent support system.

The Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veteran's benefits and for the U.S. flags placed on the graves of deceased veterans buried in our two cemeteries.

2. VETERANS AFFAIRS

US Code, Title 38 directs federal benefits to eligible veterans and their families. These include pensions, disability compensation, final burial expenses, education, hospitalization, mortgage loan guarantee, outpatient care and domiciliary care. Evaluation, assistance and counseling are offered at the local level to facilitate access to these programs.

Earlier this year a department of Veterans' Affairs Undersecretary wrote that she was directing each network director to ensure that no marketing activities to enroll new veterans occur within the VA Health Care System. As the Office of Veterans' Services, one of the most important part of our job and a major part of our responsibilities is the distribution of information to veterans and the education of veterans about the VA Hospitals and veterans benefits associated with them. A letter was sent to Senator John Kerry, a Vietnam Veteran, to Congressman John Tierney, and to President George Bush requesting them to direct the agency to overturn the anti-outreach policy.

State or federal Veteran's benefits are not automatic in any sense of the word. These benefits must be applied for in accordance with strict state and federal laws, rules and regulations. Many hours are spent counseling veterans, their families, and surviving dependents regarding the filing of claims to the Department of Veterans' Services in Boston for state claims, and the Federal Department of Veterans' Affairs in several locations around the country.

Daily consultations with local veterans regarding retirement and pension issues, medical and insurance assistance, employment possibilities, rehabilitation through various programs, including the State and Federal Outreach Centers, individual problems, affect of new legislative proposals, and updating of existing programs, plus discussions with families and dependents continue to claim a large proportion of our time. With the veteran population aging and dying in ever larger numbers, the number of veterans and families seeking veterans benefits, counseling and advice continues to increase. With an increase of Veterans losing their retirement benefits, many local veterans have been arriving at our door seeking assistance in applying for health care benefits with the VA.

The Veterans' Agent also writes articles for the local newspapers informing veterans and their families about important current and historical information that might be of interest to them, in addition to the semi-annual newslet-

ter that is mailed directly into the home of every veteran with valuable updates and information about services available to the veterans and their family.

The Burlington Director of Veterans Services is a Past President of the Northeast Veterans Service Officers' Association. He is also a member of the Massachusetts Service Officers Association. The Veterans Agent is the Adjutant of the Burlington Allied Veterans Council, comprised of representatives of the American Legion Post #273, the Veterans of Foreign Wars Post # 7423, the Disabled American Veterans Post #113, and the Marine Corps League. The Director of Veterans Services is also a member of the Burlington American Legion, the Burlington VFW and the Vietnam Veterans of America.

Every effort is put forth by the Office of Veterans' Services to ensure proper observances of Memorial Day and Veterans' Day. The Allied Veterans Council conducts Poppy (Forget Me Nots) Sales through its member organizations at the high school polling place each election. The Members of the Council also spend several afternoons throughout the year visiting the Edith Nourse Rogers Veterans Hospital in Bedford to sit and talk and conduct Bingo games and holiday parties for our brother and sister veterans confined to the hospital. This office also wishes to acknowledge the members of the Burlington Knights of Columbus for their support of veterans throughout the year.

3. DECEASED VETERANS



Assistance is offered to families of deceased veterans in reviewing available benefits, filing for government life insurance, obtaining burial allowances, markers, and burial lots in our local cemeteries. The Burlington Office of Veterans' Services thanks the Allied Veterans, Burlington Boy Scout Troops 511 and 103, and the Girl Scouts for assisting in the placement of U.S. Flags on the graves of veterans buried at the Pine Haven and Chestnut Hill Cemeteries.

4. GRAVES OFFICER

Section 9 of Chapter 115 MGL requires flags of the United States to be placed on graves of deceased veterans each Memorial Day. The town's cemetery personnel have always afforded cooperation in this responsibility. Individual flag holders are provided by the town. The Graves Officer ensures that every eligible veteran has a flag on his or her grave. The Graves Officer is also responsible for ensuring that only veterans discharged under Honorable Conditions are given consideration for the purchase of a grave in the Veterans' Section of either the Chestnut Hill or Pine Haven Cemeteries. In addition, a bronze marker is provided by the US Government for honorably discharged veterans and is applied for by the Graves Officer.

5. DISABILITY ACCESS COMMISSION (DAC)

This office provides coordination between the Commission and the town, local businesses and residents of Burlington. Serving as the representative of the Board of Selectmen to the Commission, this office coordinates, schedules and maintains records of all DAC business. We also serve as the office receiving complaints about handicapped issues. The DAC continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various buildings.

6. FUEL ASSISTANCE

Eligible residents apply for this joint state and federal benefit through this office. We begin accepting applications for fuel assistance in November and the season ends in April. Currently, there are more than 300 Burlington families receiving fuel assistance. This office is responsible for all eligible residents under 60 years of age. Verification is sometimes time consuming, but obtaining all the information needed for determination of the candidate is absolute-

ly necessary. Also, families on fuel assistance often need additional guidance and assistance and utilize this office as resource for information and direction they need to improve their quality of life.

7. LABOR SERVICE

This office is responsible for maintaining the Labor Service List for the town. Labor Service is the part of Civil Service that does not require an exam to be placed on the list. The departments in town that utilize the Labor Service List are: DPW, Recreation and the school cafeterias. There are approximately 176 individuals who are presently listed on the Labor Service Roster.

Respectfully submitted,

Robert C. Hogan, Director

Betty McDonough, Clerk

BURLINGTON COMMUNITY LIFE CENTER

Mission and Overview

The Burlington Community Life Center is a Department for the Town with the responsibility of providing mental health and social services to families with children, adolescents and young adults (specifically ages 9-22). BCLC also provides information and referral services for ALL Burlington residents of any age. In addition, BCLC staff provides screening for People Helping People, primarily for residents making requests of the Covenant for Basic Needs (established in 1981 by the Clergy Association).

The BCLC has been in operation since 1974 when it became a Town department. Prior to this, the office had opened under the name House of Common in 1972. In 1978, BCLC was given the specific mandate to provide counseling services to teenagers and their families. In recent years, there was increasing demand for BCLC to provide services to younger children, so the age range was expanded to include nine year olds.

The BCLC continues to work with adults and young people on such diverse problems as family conflict, adolescent issues, parenting skills, marriage and relationship problems, drug and alcohol use, depression and suicide, neglect, domestic violence and the like. The BCLC offers individual, family, and group therapy services, and our philosophy is oriented toward involving entire families in treatment whenever possible. Since it is within the family that these problems are most acutely felt, and these same families often possess the best and most available resources to resolve problems, we believe that family therapy is often the most useful and effective means of treatment.

Evening appointments may be arranged for working families by calling in during regular office hours (9-5). (During later evening hours and on weekends, the agency voicemail will collect messages for BCLC staff and refer callers to a 24-hour back-up emergency mental health service if there is an immediate crisis that cannot wait until the staff is available.)

Interdepartmental/Agency Collaboration

BCLC staff work collaboratively with town departments and other mental health and social service agencies. At the request of the school's health department, we have again provided workshops for sophomore health classes on depression.

Charlie Franich, BCLC therapist, was re-elected in June 2002 to serve as the chair of the town's Drug & Alcohol Task Force. This year, Peggi Durand, Charles Franich and Dinah Lane have worked very hard with Amy Mahoney in the school department to implement a Peer Education Program with over 75 juniors and seniors at the high school. In the spring, these high school students speak with between 200-250 seventh graders about the dangers of substance abuse. The assumption is that seventh graders will be receptive in a different way to these issues when hearing about them from other youth.

BCLC staff also met regularly with members of the Burlington Clergy Association and was involved in local and regional meetings of agencies and programs concerned with mental health or social services (Lahey Initiative Committee on Domestic Violence, Lahey Community Benefits Committee, Local Officials of Human Services Council, and other adolescent service organizations).

Social Services

The BCLC also offers ALL Burlington residents a range of social services including the administration of resources offered through People Helping People, Inc. PHP is an umbrella organization made up of community volunteers who help oversee and coordinate the efforts of three established groups: Community Pantry, Covenant for Basic Needs and Burlington Holiday Program (formerly Burlington Santa). Wes Simons continues to serve on the Board of Directors of PHP. Many residents are aware that the Holiday Program helps families during Thanksgiving and Christmas. However, some other extensions of this program help needy families throughout the year with summer camperships, back-to-school clothes and the like.

The PHP Board manages the Covenant for Basic Needs. They work with the Burlington Clergy Association to provide limited help for those residents experiencing financial emergencies. The BCLC staff screen those applying for this assistance. In FY 2003, we handled requests that involved 113 residents. This number does not include the many requests we receive from residents applying for the Holiday Program and the scores of residents already served by the Pantry.

Several residents have put a lot of time and energy into making this program work. We extend our thanks to members of the PHP Board and all those residents, groups and companies who contributed time, talent, and money to help PHP through another year.

BCLC also maintains an information and referral service to assist ANY resident in locating the particular social service that a resident may require. Staff has assisted young people and their parents in situations requiring hospitalizations, finding appropriate emergency or residential care, and the like. Due to dwindling resources and program cuts, this search has been more difficult and sometimes resources have been unavailable.

Statistical Notes

An average of over 200 residents each month receive counseling services. Over 100 people made requests for assistance from People Helping People throughout the year, especially during the holidays.

Counseling Caseload Age Distribution (12 month period):

190	Adults (26 & Older)
22	Young Adults (19-25)
207	Adolescents & Children

Treatment Modality

252	Family Treatment
128	Adults (12 young adults: 19-25yrs)
124	Adolescents & Children
103	Individual Treatment
65	Adults (parent with adolescent in family)
38	Young Adults, Adolescents & Children
15	Team Treatment
9	Adults
6	Young Adults, Adolescents & Children
49	Group Treatment: Adolescents

Referral Sources:

1. Schools: 41%
2. Self-referrals: 18% (A majority of these self-referred clients were former clients who returned to deal with new crises or issues, and because they were happy with the services provided previously.)
3. Family and Friends: 15% (Approximately 80% of these residents had been clients at BCLC and recommended our services.)
4. Community Sources: 24% (police, clergy, doctors, lawyers, crisis team, other town departments, DMH, DSS)
5. Other Sources: 2% (7 from psychiatric hospitals; 3 other therapists or mental health clinics)

Other Community Services

As in previous years, the BCLC provided administrative and other support to a number of programs in the community of benefit to Burlington residents. Michele Trigilio continues to do an excellent job coordinating the FISH and Rent-A-Kid programs. FISH (Friends In Serving Humanity) volunteers provided 86 rides to local medical and social service appointments for residents in need of transportation. In September, FISH was awarded a \$2,000 Citizenship Grant from the Grand Lodge of Massachusetts in recognition of the nature of volunteerism and active involvement of Brother Walter Barnes. The Rent-A-Kid referral service received 69 requests from adult residents who wanted to hire young people to do a variety of odd jobs.

Training

The BCLC provides training to graduate student interns as part of their professional education. BCLC has provided field placement training since the late seventies to graduate students from Boston University, Simmons College, Lesley Graduate School, Tufts University, Antioch University, Northeastern University and University of Massachusetts. We thank the students for their long hours of service and dedication.

Board of Directors

The Board of Directors at the Community Life Center continued their involvement and I deeply appreciate their help and support. Board members include:

Ronald MacKenzie, Chair	Thelma Iozzo
Marilyn Langley, Vice-chair	Ann McNamara
Father John Crispo	Roberta Mills
Candace Gustafson	Betty Murphy
Michael Howard	

Summary

The demand for our services continues to be heavy while other resources in the area continue to diminish. We extend our thanks to the many in the town who have supported our efforts.

Respectfully submitted,

Wesley M. Simons, Executive Director

B-LINE



Front: Mabel Nevins, Patricia Churchill, Eleanor O'Connell, Jennifer Gelinas;
Back: Kevin McKelvey, Mildred Nash, Nancy Hofferty, Virginia Mooney; Missing:
Patty Farrell, Anne Rowe, Paul Raymond (Photo by Thomas O'Connell)

The B-Line transports the residents of Burlington and others who need public transportation to get to work, their medical appointments, to school and shopping. It serves the community well. This convenient, and user friendly service is depended on by many who otherwise would have no means to get to work, etc. Students use the B-Line to get to school if they miss their school bus and to return home when they have after school activities. Each B-Line bus is handicapped accessible for two wheelchairs.

If we are building more apartments bringing added residents who have no transportation, we must afford them the ability to travel by public transportation.

The Town Meeting, with the support of the Selectmen, voted to increase the B-Line appropriation by \$36,000.00. This was to begin bus operations earlier in the morning, which was requested by riders. We began the new service on September 3, 2002. One shuttle bus starts service at 6:00am by request only. Residents have only to call and leave their name, address and telephone number. I will return their call to affirm the time. The 6:00am driver will pick them up and either take them to an MBTA stop or to the Human Services building where they can take the 6:30am B-Line to their destination. The B-Line Advisory Committee meets on the second Thursday of the month at 6:00pm. Our telephone number is 781-270-1965.

B-LINE ROUTE 1

(MALLS)

Route # 1 on the hour Starts 7 AM.

Start 61 Center St. Building

R CENTER ST pass town hall

L CAMBRIDGE ST.

XX L On Req. Wall St.

XX L On Req. Crossroads Plaza

R WAYSIDE ROAD

1st L SO. BEDFORD ST

1st R BLANCHARD RD>

1st L MULLER ROAD

R MIDDLESEX COMMON

R ON MIDDLESEX TPK

XX R On Req. Vinebook Plaza (tower records)

R BURLINGTON MALL

**XX (On Req. Lahey Clinic
then right on mall rd to 1st left
so. bedford to end R on lex St.)**

ACROSS TO LEXINGTON ST. to end

R BEDFORD ST. to end

R CENTER ST. TO CENTER BLD

L(left) shows us which direction
R(right) the B-Line travels
along the routes.

5:00pm (LAST TRIP)

RED LINE

B-LINE ROUTE 4

(WINN STREET)

Route # 4 on the 1/2 hour 6:30 AM

Start 61 Center St. Building

R CENTER ST pass town hall

R CAMBRIDGE ST. at lights

R WINN ST.

2nd L MILL ST

1st R LOCUST ST. to end

L WINN ST

R WINNMERE AVENUE

3rd L OVERLOOK AVENUE to stop sign

1st L GLEN AVENUE

1st R EDGEMERE AVE

1st L HARRIET AVENUE to lights

R WINN ST

1st R MOUNTAIN ROAD

1st L WYMAN ST.

1st L WINN ST

1st R WILDMERE AVE

2nd L CARLTON AVENUE

3rd L NEWBRIDGE

1st R FRANCIS to end

R WINN ST

light R PEACH ORCHARD RD
to turn around Grandview Ave
and back to end

R WINN ST

L CENTER ST

L BIRCHCREST ST.

L TOWER HILL

XXX

R BIRCHCREST ST.

L CENTER ST to CENTER BLD

**XXX ON 2.30PM Route after tower hill
take left on birchcrest st down hill to
light and across into HIGH SCHOOL**

5:30pm (LAST TRIP)

B-LINE ROUTE 2

(Frances Wyman Road)

On the Hour starts 7AM

Start 61 Center St. Building

R	CENTER ST	pass town hall	
L	CAMBRIDGE ST		
1st R	BEDFORD ST.		
	<i>After church & Francis Wyman</i>		
3rd R	COLLEGE RD		to end
L	FRANCIS WYMAN RD.		to end
R	CAMBRIDGE ST.		
2nd L	LEROY DRIVE		to end
R	PAULA ST.		to end
R	WILMINGTON RD.		
1st R	CHESTNUT AVE.		to end
	<i>Cross cambridge st to</i>		
	COUNTY RD.		
2nd L	WINONA RD		
1st L	RAHWAY RD.		
1st R	SKELTON RD		
5th L	MACON RD		
1st R	GIDLEY		to end
L	PRINCETON RD.		to end
R	CAREY AVE.		to end
R	MEADOWVALE RD		to end
L	BEDFORD ST		to end
	XXX		
R	CENTER ST	To Center Bld.	

XXX High School 2.20pm

XXX High School 3.20pm

6:00pm (LAST TRIP)

GREEN LINE

B-LINE ROUTE 5

(Lahey Clinic & Malls)

on the 1/2 hour starts 6:30 AM

Start 61 Center St. Building

R	CENTER ST	pass town hall	
L	CAMBRIDGE ST		
1st R	BEDFORD ST.		
1st L	LEXINGTON ST.		
	<i>after reduce speed sign on curve</i>		
L	STONEY BROOK RD		to end
R	MALL RD.		
2nd L	LAHEY CLINIC		
L	MALL RD		
L	BURLINGTON MALL		
L	MIDDLESEX TPK.		
L	MIDDLESEX COMMON		
L	MULLER RD.		to end
R	BLANCHARD RD		to end
L	SO BEDFORD ST		
1st R	WAYSIDE RD		to end

XX Req Across to Wall Street

XX Req Right To Crossroads Plaza

L CAMBRIDGE ST.

R BIRCHCREST ST to end

XX req Tower Hill

L CENTER ST To Center Bld.

5:30pm (LAST TRIP)

Town of Burlington

B-LINE ROUTE 3

(Wilmington Road -Fox Hill)

on the hour starts 7 AM

Start 61 Center St. Building

R	CENTER ST pass town hall	
R	CAMBRIDGE STREET	
R	WILMINGTON RD.(RT. 62)	at light
	<i>after playground</i>	
L	CARTER RD	to end
R	DORIS RD	
R	SANDRA ST.	to end
R	WILMINGTON RD.	
L	WESTWOOD ST.	
R	BLACKHORSE LANE	
L	SUMNER RD	to end
	Quick right & Left to	
	VINCENT RD	
R	DONALD RD	to stop sign
R	HART ST	
R	FOX HILL RD	
L	BOULDER DR.	to end
L	UPLAND RD	to end
R	FOX HILL RD	to end
L	SKILTON RD.	to end

L	On Req. MILL ST.
R	FREEPORT DR.
R	TONER DR. to end
R	Mill St. to end

R	MILL ST.	to end
---	----------	--------

R	WINN ST.	to light
---	----------	----------

L	CAMBRIDGE ST
L	<i>fire house</i>
R	CENTER ST. to Center Bld.

6:00pm (LAST TRIP)

Blue LINE

B-LINE ROUTE 6

(Terrace Hall-Middlesex Turnpike)

on the 1/2 hour starts 6.30AM

Start 61 Center St. Building

R	CENTER ST pass town hall	
L	CAMBRIDGE ST.	
1st R	BEDFORD ST,	
L	TERRACE HALL AVE	
R	A STREET	to end
R	MIDDLESEX TURNPIKE	to lights
L	BEDFORD STREET	to lights
L	NETWORK DRIVE	
	follow back to Middlesex Tpk	

XX	<u>Cinema on request</u>
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L	MEADOW RD	to end
---	-----------	--------

XX	<u>Tower Record Mall on req.</u>
----	----------------------------------

L	MALL ROAD
R	BURLINGTON MALL

R	MALL ROAD
---	-----------

R	LAHEY CLINIC
---	--------------

R	MALL ROAD
---	-----------

1st L	SO. BEDFORD	to end
-------	-------------	--------

L	LEXINGTON STREET
---	------------------

1st R	HOPE ST
-------	---------

1st R	JAMES ST	to end
-------	----------	--------

R	HEMLOCK ROAD	to end
---	--------------	--------

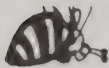
L	SANDY BROOK ROAD	to end
---	------------------	--------

R	TERRACE HALL AVE	to end
---	------------------	--------

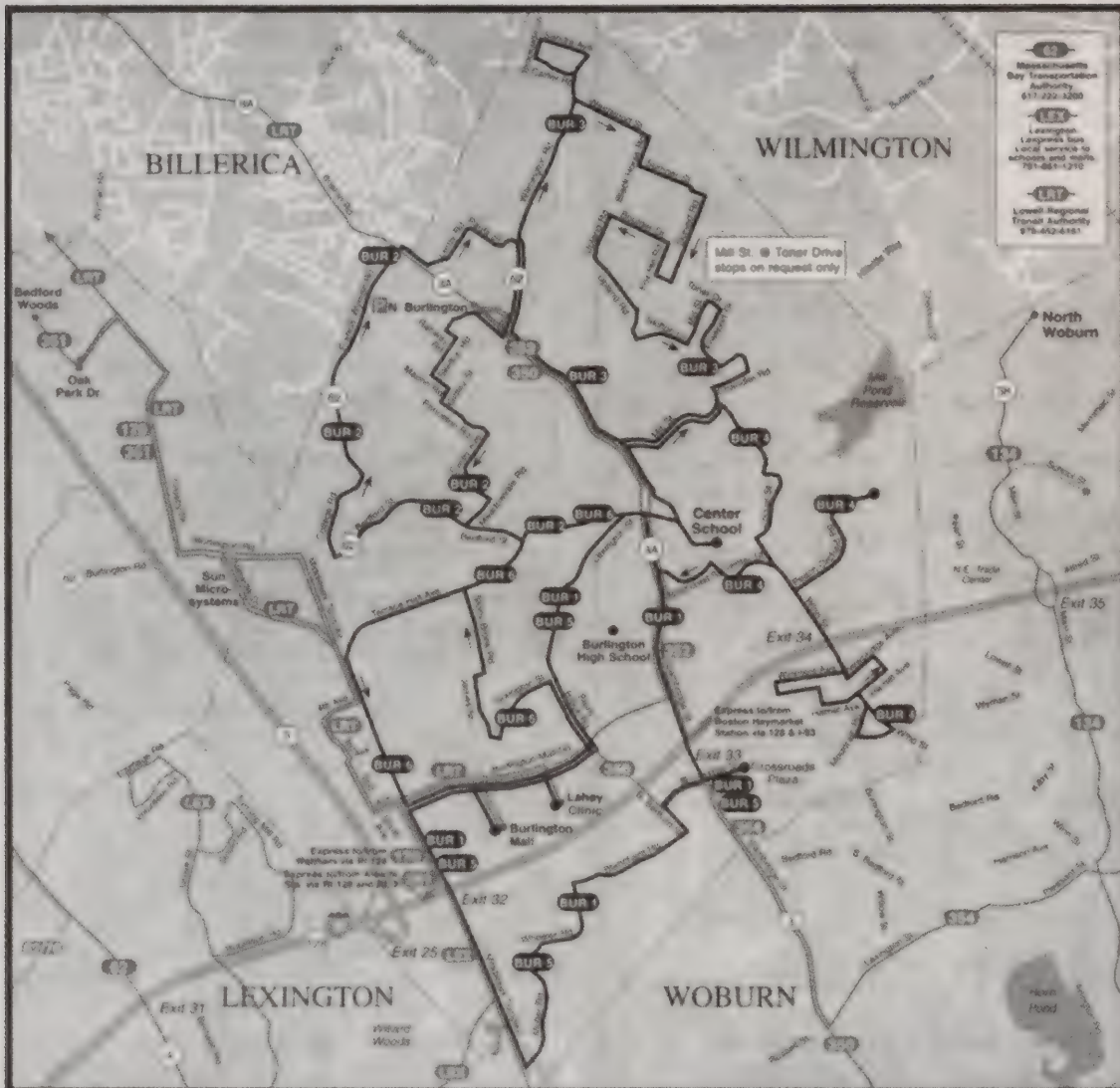
R	BEDFORD STREET	to end
---	----------------	--------

R	CENTER ST. To Center Bld.
---	---------------------------

5:30pm (LAST TRIP)



B LINE ROUTES 1-6



THE B-LINE BUS
HUMAN SERVICE BUILDING
61 Center Street
Burlington, MA 01803
781-270-1965
www.Burlington.org/bline.htm



6:00 A.M. Shuttle Bus - Call 781-270-1965
Connect with the MBTA and 6:30 B-Line Routes



			Passes Available		
			<u>Adult</u>	<u>Seniors</u>	<u>Students</u>
Under 6	Free				
Students	.25				
Adults	.50	Year	\$ 60	\$ 35	\$ 35
Seniors	.25	6 Month	\$ 35	\$ 20	\$ 20
Transfers Free		3 Month	\$ 20	\$ 11	\$ 11



HOURS OF OPERATION - MONDAY THROUGH FRIDAY

Routes 1-4: 6:30 A.M. to 6:00 P.M.
Routes 2-5 and 3-6 6:30 A.M. to 6:30 P.M.



Burlington High Students:
The B-Line departs the High School at 2:20, 2:50 and 3:20 p.m.



The B-Line will take you to any field in Burlington as well as almost any activity for recreation - call for details.



Connections

The Lowell Bus at Chestnut Avenue
The Bedford Bus at the Burlington Mall
The M.B.T.A. busses along Cambridge Street, as well as Chestnut Avenue
The Lex-Press Bus at the Burlington Mall

SAFE-CONVENIENT-FRIENDLY-INEXPENSIVE-AIR CONDITIONED
WHEELCHAIR ACCESSIBLE

To publicize the new information we were able to send 3500 schedules out with the COA Bulletin, all Burlington Schools were notified and Virginia Mooney produced a BCAT program on local cable. The Boston Globe did an article on the early service and the Daily Times Chronicle and the Burlington Union wrote wonderful stories regarding the B-Line. Lahey Clinic put a blurb in their Spectrum Bulletin which goes to each employee.

The B-Line connects with the Lexpress. The two towns are working together to allow a rider from Burlington to ride the Lexpress free and Lexpress riders may ride the B-Line free as well. This is done using a free transfer only. The intent is to encourage public transportation and help the clean air act. The B-Line has convenient connections with the MBTA and LRTA buses as well. Waltham has begun a city bus making linkage between towns viable.

Respectfully submitted,

Eleanor O'Connell
Transportation Coordinator

B-Line Advisory Committee:

Patricia Churchill
Patty Farrel
Jen Gelinis
Nancy Hofferty
Kevin B. McKelvey, Selectman
Virginia Mooney
Mildred Nash
Mabel Nevins
Paul Raymond, Planning Board
Ann Rowe

COUNCIL ON AGING

The Burlington Council on Aging was established in September 1967, by a vote of the Burlington Town Meeting Members. Members of this Board are appointed by the selectmen for one and three year terms. The Council on Aging Board serves as advocates for the Burlington Senior Population in areas of health, welfare and housing options. The COA Board is dedicated in promoting dignity, self-determination, and well being through leadership, services and education. The Board institutes and encourages programs such as computer education, meals on wheels,

affordable housing and protection of the rights of senior citizens. The population age 65 plus is currently about 34.7 million and is projected to double over the next three decades to nearly 70 million.

Affordable housing has become a reality for seniors with the ingenuity and creativity of the three-way land swap. The Council on Aging was on the forefront of this endeavor by presenting the Selectmen with a survey completed by Burlington Senior Citizens. Alternative housing options was top on their list. The Town, through the work of the COA and the Senior Housing Options were instrumental in the Assisted Living Facility, Longmeadow Place.

During this year, the Council On Aging and the senior center took part in a research study conducted by Lahey Clinic, which offered seniors the ability to take control of their health issues in the area of chronic illnesses. There were strong positive results and Lahey has gone on to do the same study, in towns with different socio-economic and ethnic backgrounds.

The Council On Aging has seen some big changes this year. Marie Sotiros retired at the beginning of the year after 14 years. Gloria Riggles Surret left her position after 6 years as afternoon receptionist. Dottie Bennett also retired after 10 years of driving the van and we were fortunate enough to find Patty Smith who came on board during the summer. In December Gwen Burgess, who has been a board member for 16 years announced she is moving to Florida. Gwen ran the Cabaret, which raises money for the Cabaret Fund. This fund allows us to help seniors in need to buy prescriptions, oil or deal with other small emergencies. Gwen also ran the Artist's Workshop on Fridays and was Treasurer for the COA board. All four are and will be missed by those they touched over the years. Debra Fitzpatrick is our new Senior Clerk, Marion Doucakis is now our receptionist during the afternoons.

Monthly Meetings

The Council on Aging Board meetings are held on the second Wednesday of the month at the Senior Center at 10am in Room 136. The meetings are open to all with citizen participation encouraged.

Monthly Newsletter

The Senior Spotlight, a monthly informational newsletter is mailed to all persons 60 and over in the town of

Burlington and there is no charge for this subscription. Previously seniors requested a free subscription to the Senior Spotlight, this is no longer necessary. The Senior Spotlight will now start within a couple of months of a resident's sixtieth birthday. The monthly newsletter serves as a very valuable link between the Council and the elderly community. The Senior Spotlight updates news pertaining to medical and legal issues. A monthly calendar of schedules and events along with a daily lunch menu is included in the newsletter. The Burlington Senior Citizens Organization Newsletter is also included in the mailing of the newsletter.

A lunchtime "Eating Together Program" operated by Minuteman Senior Services is available Monday through Friday at the Senior Center providing a nutritious meal and an opportunity to socialize with old and new friends. Also operated by Minuteman Senior Services, the Nutrition Program provides home delivered meals to those Burlington residents who are homebound and in need. In addition, Minuteman provides a wide range of services to Burlington residents designed to maintain individuals in their own home and communities. Services include case management, in-home services, money management, nursing home pre-screening and companionship.

- Serving Health Information Needs of Elders, (SHINE) is available twice a month by appointment to assist and inform elders of their rights and availability of health benefits. Nursing Home Assistance is part of this service. The SHINE Counselor is a qualified, trained volunteer sponsored by the State Department of Elder Affairs through Minuteman Senior Services.
- The town's seniors are fortunate to have a valuable resource in an outreach worker. The outreach worker is available by appointment, which may be made by calling the COA office. Home visits are available by request.
- Legal assistance is available monthly by appointment only. This is a free service with a knowledgeable lawyer who specializes in Elder Law.
- Fuel assistance is available at the Council on Aging Office from October through March in collaboration with the Emergency Fuel and Weatherization Program located in Lowell, Massachusetts.
- The Council on Aging van provides door-to-door transportation free to seniors within the boundaries

of the town for senior center programs, the lunch program, shopping and medical appointments.

- Tax Assistance is available FREE from February to March. Volunteers are trained and available through the AARP Tax Assistance Program. Appointments are necessary; call the COA office to set up an appointment.
- Senior homeowners who are eligible may apply for the Senior Property Tax Program at the COA office. The program allows qualified participants to work 100 hours and then apply their earnings toward their property tax. This program is available to seniors 60 years or older who have an income that does not exceed \$45,000 for one person or \$55,000 for two people. Only one person per household per year may participate and they must be the homeowner or current spouse living within the Town of Burlington
- Informational presentations are offered at the senior center on a wide array of subjects such as Medicare, long-term care, HMO, legal issues, financial planning, housing and health and wellness. The First Annual Safety and Wellness Fair was held this fall with information from all of the above and included many town departments with important information on being safe and well for seniors and their caregivers.
- The Senior Center is a place where holiday parties, volunteer recognitions, summer cookouts, senior socials in the evening and various fund-raisers are held.

Programs available at the Senior Center

- In the Artist Workshop you pick the media of your choice with the talented assistance of a volunteer instructor for the class.
- Quilting is taught once a week during the fall, winter and spring. While the "Crafty Chicks" also meet once a week for conversation and "needlework".
- Beano is offered every week during the week and twice a month on Sundays.
- Exercise is offered in the form of TaiChi and exercise classes. The exercise classes are taught three times a week with the assistance of Lahey Clinic.
- Movies, both current and classic are offered twice a month; refreshments are served during the movie.
- Day and overnight trips are available to seniors; and

sign up is on the Trip Boards at the Senior Center.

- Thanks to an arrangement with the Recreation Department the COA now has a computer lab. Computer classes are available by list; Registration may be accomplished through contact by phone or in person.

**The Council would like to take this opportunity to once again thank Lahey Clinic for their most generous donation for weekend senior transportation, which provides seniors with the opportunity to attend Church and Temple services as well as transportation to the mall for dining and shopping. We look forward to on-going community services and goodwill.*



Front row l-r: Sue Trousil, Marion Doukakakis, Marge McDonald. Back row l-r: Peg Heneghan, Debra Fitzpatrick, Patty Smith, Frank Rais.



Caption: Front row l-r Eleanor Bonfanti, Marge McDonald, Gwen Burgess, Arlene DiRocco, Muriel O'Brien, Gordon Thomson, Back row l-r Robert Tyler, Marie George, Mary Lindley, Bob Wong, Jack Gulde

COA Board Members

Arlene DiRocco, Chairperson	Robert Tyler
Muriel O'Brien, Vice Chair	Robert Wong
Vacant, Treasurer	Marie George (alternate)
Eleanor Bonfanti, Secretary	Gordon Thomson (alternate)
Mary Lindley	Jack Gulde (alternate)

Respectfully submitted,

Margery R. McDonald, Coordinator and
the Board Members of the Council on Aging

TREASURER/COLLECTOR

The Town of Burlington increased its property values by \$311,380,960 to a total value for all property classes of \$3,739,266,775. This increase occurred in spite of the slow economy and another year of large losses in the major stock market indices. The Tax Levy increased from \$50,354,340 to \$53,177,347 or an increase of \$2,823,007 from fiscal year 2002. Our reserve in taxing capacity as of 12/31/02 was \$4,329,000 an increase of \$174,000 from last year.

The residential tax rate was reduced from \$9.10 per thousand to \$8.20 per thousand. The commercial industrial tax rate was increased from \$22.10 to \$23.70 per thousand. The amount the Town levied residentially went down from 35.3133% to 35.2602%. The Town has two rates it uses to allocate the taxes it assesses and collects. Below is the breakdown of taxes levied for FY 2003 for the Town of Burlington.

CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES	LEVY BY CLASS
Residential	35.2606%	2,286,662,934.00	8.20	18,750,636.06
Open Space	00.0000%	0.00		
Commercial	51.4158%	1,153,652,451.00	23.70	27,341,563.09
Industrial	07.9343%	178,026,500.00	23.70	4,219,228.05
SUBTOTAL	94.6107%	3,618,341,885.00		50,311,427.20
Personal	5.3893%	120,924,890.00	23.70	2,865,919.89
TOTAL	100.0000%	3,739,266,775.00		53,177,347.09

The Town of Burlington health insurance claims finally leveled off after a three-year increase and our projected revenues for calendar year 2002 compared to expenses is show-

Town of Burlington

	1998	1999	2000	2001	2002
GROSS PAYROLL	\$39,647,384.76	42,612,636.31	44,766,058.70	49,584,443.74	48,609,985.84
Withholdings					
Federal Tax	4,937,073.97	5,358,366.21	5,657,195.50	6,104,709.27	5,435,539.77
State Tax	2,009,333.64	2,096,064.81	2,166,966.28	2,298,870.27	2,131,583.48
Retirement	2,573,942.06	2,813,320.52	2,991,565.77	3,921,217.31	4,097,607.16
Chap 32-B Health Insurance	782,520.31	913,644.38	1,069,889.86	1,267,114.06	1,463,020.93
Disability Insurance	30,495.03	31,905.96	31,045.64	30,049.52	46,531.63
Delta Dental Insurance	157,623.92	177,003.25	188,810.23	206,162.87	224,173.05
Credit Union	3,437,853.62	3,454,755.21	3,489,654.36	3,558,473.60	3,471,040.95
Tax Shelter Annuities	641,262.78	689,980.21	669,644.49	706,656.71	773,235.54
Deferred Comp Plans	1,086,742.16	1,133,419.16	1,153,135.47	1,213,516.90	1,323,437.80
Teachers' Association	126,853.53	142,015.30	142,768.44	156,122.70	145,334.68
Union Dues	99,285.96	106,190.87	111,172.21	112,734.39	122,918.91
Suspense	141,197.56	142,710.24	157,716.76	183,140.52	175,915.88
United Way	2,590.00	2,003.00	2,326.00	2,935.00	3,779.00
Life Insurance	113,068.49	107,900.46	104,143.70	105,161.39	108,483.39
FICA-Medex	250,222.42	290,851.38	326,945.76	386,670.39	398,996.57
Social Security	12,037.51	11,432.63	5,808.99	57.77	12.65
U.S.Savings Bonds	17,112.36	15,077.92	12,834.54	13,126.64	10,163.93
TOTAL WITHHOLDINGS	16,419,215.32	17,486,641.51	18,281,624.00	20,266,719.24	19,931,775.32
NET PAYROLL	23,228,169.44	25,125,994.80	26,484,434.70	29,317,724.50	28,678,210.52

ing a reserve of approximately \$300,000. We are estimating the budget increase for health increase to be 7.25% for fiscal year 2004 a major improvement compared to the 16% and 20% increases received the previous two years. Our large claim losses have decreased to a manageable level and we have budgeted accordingly. The Town of Burlington was also able to reach a two-year coalition agreement with all the unions representing Town employees.

The Town and unions agreed to continue the present health insurance carriers and the same contribution of premium levels if the Town continues to finance their insurance program on a premium level basis. The Town switched from self-funding to a premium basis effective 01/01/03.

The above is a listing of gross and net payrolls. The withholding for benefits and other payroll deductions of Town employees for the years 1998 through 2002 are also included.

The Town of Burlington's Community Scholarship Foundation reached a milestone by exceeding \$1,000,000 in the Endowment Fund balance after all Telethon receipts pledged are collected. Our eighth Annual Telethon was the most successful event in history grossing \$78,000 in pledged donations. The balance as of 12/31/02 was \$966,369 and after collecting all donations and a matching commitment donation from Jack and Shelly Blais our endowment fund will be well over \$1,000,000. Congratulations to Joan Miles our President and all the volunteers, Directors, businesses and residents who have made this a dream come true for Joan Miles. The Scholarship Foundation has awarded \$185,000 in scholarship assistance to 143 high school seniors and 22 adult residents for a total of 165 residents of this community.


The Town continued its conservative fiscal management and was able to increase the stabilization balance as of December 31, 2002 to \$1,391,690. Town meeting voted to add another \$350,000 and interest income of \$21,690

helped create a healthy balance. The Town's free cash balance should be approximately \$4,000,000 when certified which is the same balance a year ago. The overlay reserve fund balance was \$300,000 and the total of these reserves as of 12/31/02 was approximately \$5,691,690.

The Town collected \$70,623 in prior year Tax Title outstanding accounts. The Town's outstanding Tax balance for all years remains at record low levels. The Town of Burlington investment income was \$831,646 for fiscal year 2002. This was \$311,283 below the previous year due to low interest rates for the last year. The Town is projecting a \$500,000 to \$1,000,000 revenue shortfall if state aid for FY 2003 is cut by 10%. Expecting that shortfall the Town must begin making careful decisions on all spending projects to ensure we do not deplete all our reserves. The Town of Burlington financially is in a very favorable position compared to most cities and towns in Massachusetts. However, prudent fiscal management must be our first priority as we weather the current state and local economic and fiscal crisis.

STAFF: Laura Casey, Sheila Flaherty, Debra Gochis, Jayne Hyde, Debra Keene, Michelle Maguire, Paula McMahon, Laura Nichols, Loreen Perron, Lisa Runyan, Mary T. Smith, Theresa Tarpey, Phyllis Van Wart

Respectfully submitted,



Brian P. Curtin
Treasurer/Collector

ASSESSORS DEPARTMENT

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2002.

During the year the Assessors held regular meetings on the second Thursday of the month, and when needed, had meetings with taxpayers and interested citizens. The Appraiser/Assistant Assessor, Russell Washburn, also attends monthly department head meetings chaired by Robert Mercier, Town Administrator.

The primary function of the Assessors Office is to value all real and personal property within its community. Members of the Board, as well as office staff, attended

schools, classes, conferences, seminars and clerk's meetings sponsored by the Department of Revenue, Massachusetts Association of Assessing Officers and the Middlesex County Assessors Association, in an effort to maintain their proficiency in the administration of the office, and the appraisal and maintenance of real and personal property for assessment purposes.

Massachusetts law mandates a value be placed on all real property and taxable personal property. A great deal of information about property and marked characteristics is collected, recorded and analyzed. As an example, Income and Expense Statements are mailed to Commercial and Industrial property/building owners every year, and sales information forms are mailed to every new owner of real property each month. Forms of List are mailed to every business owner requesting information on all taxable personal property at that location. Every building permit received in the office is reviewed and any that affects value requires a site visit.

Russell Washburn, Appraiser/Assistant Assessor, reviews and visits all the Commercial/Industrial sites. The State Department of Revenue mandates that the Assessing Department visit each house every nine years to verify property data. Although the last Data Verification Program was conducted in 1999, we have already entered into the new cycle. John Dillon had started the new inspection cycle, but has since retired. A company will be contracted to continue the inspections. Valuation inspections are conducted by map area (approximately 100-200 per map). A letter from the Assessors Office is mailed to each residential owner notifying the taxpayer when to expect a data collector. If access is not gained, a subsequent letter requesting an appointment is mailed. At this point in time, visits have been conducted to approximately 30% of the residential households.

Once the Board of Selectmen sets the tax rate the tax bills are mailed out. This generates a lot of activity within the office, including but not limited to, processing exemptions and abatement applications. This year we processed 400 exemption applications. Abatement applications are subject to field review. The information gathered, along with the Assistant Assessors' recommendation, is provided to the Board of Assessors for a determination on the application. Notices are sent out to the applicants of the Board's decision. All applicants can file an appeal within three months of the date of denial, if denied by the Board.

During the first two weeks of January, 1022 Forms of List were mailed and due back in the office March 1, 2002. Also, approximately 415 income and expense requests were mailed out to the owner or lessee of property located in the town. The Income and Expense forms are due in the office sixty days after they are mailed and the Forms of List are to be in the Assessors office by March 1st.

Also at the beginning of the year, a large motor vehicle excise commitment was received from the Registry of Motor Vehicles with ten additional medium to small commitments received periodically during the year. Since many in the community receive an excise tax bill, the bills generate a flurry of varied questions that are addressed by the staff. Out of approximately 25,000+ excise bills received, over 991 required some sort of adjustment. As an example, if a car is sold, stolen, taken off the road or the taxpayer has moved to another community or state, the taxpayer will call or visit the office to clarify this matter.

Because the Registry of Deeds in Middlesex County was understaffed, the Assessors Office only received and processed deeds for the first three months of the year. 750+ building permits and approximately 101 certified abutters list were processed in the office last year. Also, a total of 185 unpaid water/sewer bills were liened against the real estate tax bills. Each unpaid water/sewer bill must be entered into the computer so that it will appear on the real estate tax bill for that particular property.

The assessed value tax roll for the Town of Burlington contains 8,978 accounts, 8,016 real property accounts and 962 personal property accounts, with an annual total assessed value of \$4,125,712,875 for Fiscal Year 2003.

The two installed touch computer terminals for the public that provide easy access to assessment records have been a continued success. The computer software allows searches by ownership, street, and map, parcel and lot of all taxable and exempt properties in the Town of Burlington.

Burlington went on line with their new web site, www.burlington.org, where residents can look up different properties as well as their own for detailed information.

This year Russell Washburn was re-certified for his professional designation for his MAA in September of 2002. This is required every 3 years. The Assessors Office lost two of its long time employees to the early retirement incentive offered by the State and adopted by the Town of Burlington. Patricia Golden, Principal Clerk and John Dillon, Assistant

Assessor/Data Collector took advantage to the Town's offer. Marcia Nonni was promoted to Principal Clerk and, after over 170 applications were received to fill her previous position of senior clerk, Kathleen Fazio was hired. She will start in mid January 2003. The Board would like to thank John Dillon, and Patricia Golden for their long years of service and also thank the rest of the administrative staff, Russell Washburn, Marcia Nonni and Maureen Nicoloro for their dedication in an ever-expanding workload.

Respectively submitted,

Paul R. Sheehan, Chairman
Michael Crocker, Vice Chairman
Lisa M. Annunziata, Secretary

PLANNING BOARD



Planning Board: Front Row (left to right): Vice Chairman Jayne L. Hyde, Chairman Ernest E. Covino, Jr., Member Clerk Paul F. Roth. Back Row (left to right): Paul R. Raymond, John A. DeFrancesco, Albert L. Fay, Jr. and Peter J. Coppola (Photo by Burlington Studios)

In Memoriam:

Two former Planning Board Members passed away in 2002, Herman D. Graham, who served three terms from 1954 to 1969, and Frank E. Baxter, who served four terms from 1963 to 1983. Their terms of service overlapped during the formulation of Burlington's first Master Plan in 1965.

Mr. Graham also served on the Committee on Bylaws and Zoning Bylaws. Mr. Baxter also served on numerous other committees and on Town Meeting subsequent to his service on the Board, including the Master Plan Committee from 1993 through 1997. Mr. Baxter also served for several years as the Town's representative to the Metropolitan Area Planning Council. Their service and commitment to the Town of Burlington is appreciated.

ORGANIZATION AND MEMBERSHIP

As the result of the Annual Town Elections in April 2002, John A. DeFrancesco and Jane L. Hyde were both re-elected to serve five (5) year terms.

The Planning Board's officers and committee appointments following the April 18, 2002 Board reorganization were as follows:

Officers:

Ernest E. Covino, Jr., Chairman
Jayne L. Hyde, Vice-Chairman
Paul F. Roth, Member Clerk

Members:

Peter J. Coppola
John A. DeFrancesco
Albert L. Fay, Jr.
Paul R. Raymond

COMMITTEE MEMBERSHIP:

Ernest E. Covino, Jr. serves as the Board's representative to the Route 3A Committee and the Burlington Housing Partnership.

Jayne L. Hyde serves as the Board's representative to the Land Use Committee, Sign Bylaw Committee, Burlington Housing Partnership, Senior Housing Options Advisory Committee, Storm Water Management Committee and Telecommunications Committee.

Paul F. Roth serves as the Board's representative to the Facilities Study Committee, Route 3A Committee, and Telecommunications Committee.

Peter J. Coppola serves as the Board's representative to the Route 3A Committee, Facilities Study Committee, School Building Study Committee, and Town Meeting Growth Impact Task Force.

John A. DeFrancesco serves as the Board's representative to the Information Systems Advisory Committee and the Burlington Housing Partnership.

Albert L. Fay, Jr. serves as the Board's representative to the Tri-Town Growth Committee, Citizens' Advisory Committee, Sign Bylaw Committee, Bike Path Committee, North Suburban Planning Council, and Telecommunications Committee.

Paul R. Raymond serves as the Board's representative to the Land Use Committee, Recreation Commission, and B-Line Advisory Committee.

Planning Director D. Anthony Fields serves as the Town's representative to the North Suburban Planning Council.

PLANNING BOARD STAFF

D. Anthony Fields, Planning Director
Melissa M. Santucci, Assistant Planner
Cynthia J. Dunleavy, Principal Clerk

ROLES AND RESPONSIBILITIES OF THE PLANNING BOARD

The Planning Board was established by a vote of Town Meeting in 1939 in accordance with Massachusetts General Laws, and the first Board was elected in 1940. The Board normally holds regularly scheduled meetings on the first and third Thursdays of each month. As required by the number of applications, the circumstances of a specific application, or the need to consider specific issues or topics, the Planning Board also holds additional special meetings.

The Board is responsible for:

1. **Long Range Planning:** The Planning Board initiates planning studies to identify existing and future land use issues and problems and proposes courses of action to address such issues and problems. To implement the recommendations of planning studies, or in response to changes in state or federal law, the Planning Board directs the preparation of proposed amendments to the Zoning Bylaw and Planning Board Rules and Regulations, and conducts the public hearings required for adoption of such amendments.
2. **Statutory Responsibilities:** By State law, the Board is responsible for the exercise of the Subdivision Control Law in Burlington and has, in the absence of superseded-

ing Court action, final authority regarding subdivisions and Approval Not Required plans (certification that a land division is not subject to subdivision control law).

- 3. Responsibility Authorized by Town Meeting:** By authority delegated by Town Meeting through the Zoning Bylaw, the Board is responsible for making decisions on site plans, site plan waivers and special permits. The Planning Board also conducts public hearings and makes recommendations to Town Meeting regarding applications for changes in zoning districts and for amendments to the text of the Zoning Bylaw.

LONG RANGE PLANNING ACTIVITIES

In keeping with the state's emphasis on planning by watershed, the Planning Department has been involved with planning initiatives in each of the three watersheds in Burlington. Burlington is the headwaters for the Ipswich River, Shawsheen River, and the Mystic River. Our combined initiative with Wilmington, Reading, and North Reading for Planning for Growth in the Upper Ipswich River Watershed was completed in 2002. This report provides recommendations on land use and its impact on water quality and quantity for both groundwater and surface waters in the Ipswich River watershed. The northeastern quarter of Burlington lies within this watershed.

The western half of Burlington lies within the Shawsheen River watershed. The Shawsheen River Watershed Wetlands Restoration Plan was completed in May of 2002 by the Massachusetts Wetlands restoration Program, an initiative of the Executive Office of Environmental Affairs. This plan identifies areas recommended for restoration of wetlands and flood mitigation. The land off of Marion Road which Town Meeting voted to acquire in 2002 was among the early recommendations of this program.

Land in the southeastern quarter of Burlington lies within the Mystic River Watershed. The Mystic River Watershed Association has had the assistance of area universities in performing research and analysis of land use impacts on the watershed over the past few years. These past research efforts have yielded a new initiative called Environmental Justice Across the Mystic (EJAM), which the Planning Department will continue to be involved with in the coming years.

The Planning Board and Board of Selectmen decided to

pursue the technical assistance funds made available under Executive Order 418, issued by former Governor Paul Cellucci. The program included performing a build-out scenario for every community in the Commonwealth, and envisioned providing up to \$30,000 in technical assistance to prepare a Community Development Plan. Natural Resources, Housing, Economic Development, and Transportation are the four land use issues that are required to be examined in a Community Development Plan. A scope of work was prepared in cooperation with the Metropolitan Area Planning Council, our regional planning agency, and was submitted to the Executive Office of Environmental Affairs in December. The work is scheduled to be completed prior to the end of 2003, when the funding program expires.

Through our participation in the North Suburban Planning Council, we have participated in the drafting of the North Suburban Transit Opportunities Study. The study examines the interplay between the MBTA bus routes, Lowell Regional Transit Authority bus routes, the Town's B-Line, the Anderson Regional Transportation Center in Woburn, and the local bus services in Lexington and Bedford, and makes recommendations for improved connections and service.

The Board adopted a series of amendments to its Subdivision Rules and Regulations, and renewed its initiatives for "Town Center" guidelines and regulations and an update to the Zoning Bylaw.

Burlington received recognition for its innovative planning this year by being cited as a case study in a new book entitled *Making Places Special*, by Gene Brunnell. The Staff also continued to work with the MIT Department of Architecture and its analysis of land use patterns along the Route 128 corridor. These efforts are anticipated to be published as a case study in a future book on land use.

PLANNING OVERSIGHT

In 2002, there were 72 applications and requests related to land development that required a formal decision by the Planning Board. The weakness of the national and regional economies resulted in a slower pace of new applications in 2002. Oversight of previously approved projects and ongoing construction helped to keep a busy agenda for the Board. Even with a slowing economy, Burlington appears to be faring better than most communities as a desirable location for business. Residential activity seems

to be holding a comparable pace to previous years. Traffic, sidewalk and pedestrian enhancements, water supply protection, and community character, continue to be prominent issues.

One of the major economic stories of 2002 involved the announcement that Raytheon was seeking to sell its Lexington headquarters and to build a new facility elsewhere in the region. The site they lease at 2 Wayside Road was among the sites being considered. The Planning Board approved a proposal that allows for the site to be redeveloped, demolishing the existing 200,000 sq. ft. facility and constructing up to 300,000 sq. ft. in a new facility. Raytheon's final choice for its new headquarters is a site in Waltham, leaving the owners of the Burlington site seeking another tenant.

Wireless telecommunications proposals continued to raise controversy on the Planning Board's agenda. The use of the Center Street water tank had been permitted in 2001, with implementation of facilities for four of the major providers proceeding during 2002. The Board approved new facilities at 328 Cambridge Street and the Pine Haven Cemetery. An appeal of the approval of a height variance for the facility on Cambridge Street adds to the several cases of litigation involving other proposed wireless communication facilities throughout town.

The Brunswick Lanes bowling alley on Terry Avenue ended its 40 year existence with the property being sold to Atlantic Tambone. The conversion of the building to a self-storage facility was eventually approved by the Planning Board following the acceptance of many conditions relative to architecture and restrictions of operation by the owners.

A proposed 10,000 sq. ft. expansion at the Middlesex Commons, previously known as the Middlesex Mall, to accommodate an Old Navy clothing store and a Bugaboo Creek restaurant was initiated in 2002 and will see continued discussion in 2003.

Litigation involving the Shaw's Supermarket that was approved in August 2001 to replace the Filene's Basement plaza at the intersection of Cambridge Street and Winn Street was settled in October of 2002. Demolition is expected to begin in February of 2003 and the new grocery store has a target opening date of November 2003.

The Planning Board granted approvals under the Wall Street Planned Development District component of the "Land Swap". This component includes 170,000 sq. ft. of

office space, relocation of the existing Winn Street Towing facility, 144 units of market rate apartments, 36 units of affordable senior apartments, and 6.4 acres of permanent open space for endangered species habitat.

The Board approved a 20 unit expansion of the Westgate Apartment complex, whose property straddles the Burlington/Woburn town line. The Board also participated in the review of the two comprehensive permits that were approved by the Board of Appeals in 2002. Winnview Heights will create a 15 unit condominium project at the end of Richardson Road, with four of the units being set aside as affordable housing units. Kimball Woods is a 250 unit expansion of the Kimball Court apartment complex in Woburn, whose property straddles the town line. Fifty-one of these rental units will be set aside as affordable housing units.

DEVELOPMENT APPLICATIONS

Development activity under the jurisdiction of the Planning Board falls into three categories: subdivisions, site plans, and special permits. The Subdivision Control Law is the statutory authority that gives the Planning Board jurisdiction over the creation of new lots and construction of new streets. Site Plan review and Special Permit granting authority are derived from Town Meeting through the Burlington Zoning Bylaw.

UNDER SUBDIVISION CONTROL LAW:

The review of proposals to create new lots or construct new streets under the Subdivision Control Law may fall under one of three categories.

Approval Not Required Plans (ANR's)

The ANR procedure may be used to create new lots if the proposed lots have the minimum required frontage on a public way, or to convey land area to an adjacent lot. By State Law, these divisions of land are not regulated under the full requirements of the Subdivision Control Law, and the Planning Board has no authority to review and approve them as definitive subdivisions. If the plan proposes lots with the minimum required frontage and legitimate access, the Planning Board must endorse the plan to acknowledge that it is not subject to the full requirements of the subdivision control law. There were two "Approval Not Required" (ANR) plans filed with the Board and approved in 2002.

Preliminary Subdivisions

A preliminary subdivision plan reflects the potential division of land into two or more lots, and is required for all non-residential subdivisions. It is recommended, but optional, for residential subdivisions. The preliminary subdivision plan allows the Planning Board and the Board of Health to review and have input on a conceptual proposal with respect to lot configuration, road layout, utilities, and drainage. One preliminary subdivision plan was filed with the Board and approved in 2002.

Definitive Subdivisions

A definitive subdivision plan is a division of land into two or more lots and details specifically how a new subdivision road will be laid out, the final lot configuration, and the location and dimensions of utilities such as water, sewer, and drainage facilities. The Planning Board must review the submitted plan for conformance with the Board's adopted Subdivision Rules and Regulations and the Board of Health's recommendations. The Planning Board must approve the plan unless it does not conform with its adopted regulations or with the regulations of the Board of Health. Two definitive subdivision plans were filed in 2002, one of which was approved and one is currently under review by the Board. Two industrial subdivision plans remained outstanding at the beginning of 2002, one plan filed in 1993 was withdrawn at the request of the applicant, the other plan filed in 2001 was approved. The status of the subdivision plans reviewed in 2002 are as follows:

Residentially Zoned Land - Approved Definitive Subdivisions:

- Rosario Meadows – 86 Francis Wyman Road – 1 Lot – (Martin Montello)

Residentially Zoned Land – Pending Definitive Subdivisions:

- Brookside Lane Extension – 6 Lots – (Bedford Builders)

Commercially Zoned Land - Withdrawn Definitive Subdivisions:

- Andrews Way - 2 Lots - 43 South Avenue — (M/A-COM, Inc.) (Filed in 1993)

Commercially Zoned Land – Approved Definitive Subdivisions:

- Wall Street – 4 Lots - (The Gutierrez Company)

Engineering Changes to an Approved Subdivision

A property owner may wish to make a minor change to an approved subdivision. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include curb cut alignment, utility placement adjustments, and minor drainage improvements. The Planning Board received four requests for engineering changes in 2002. Two of these applications were approved. The two remaining applications remain under review at this time.

UNDER THE ZONING BYLAW:

The Zoning Bylaw requires that the development, redevelopment, or improvement of all commercial, multi-unit residential and municipal services projects may only be constructed in accordance with an approved site plan. The Planning Board reviews such proposals to ensure that the development of a site is conducted in accordance with the Zoning Bylaw and will not result in problems with respect to Town utilities, or create adverse impacts on adjacent property. The Planning Board's Site Plan Rules and Regulations have established four levels of review depending on the scope of activity proposed and previous decisions of the Planning Board affecting the subject property. The four levels of review are Site Plan, Site Plan Waiver, Minor Engineering Change, and Insignificant Change. The Zoning Bylaw also designates the Planning Board as the Special Permit Granting Authority.

Site Plans

A formal Site Plan review is required for projects involving new construction or substantial additions or alterations to an existing facility, and may be imposed where an alteration is proposed for existing facilities that predate the establishment of the site plan review process. The application process requires a public hearing and a multi-departmental review of the proposal. Twelve site plan applications were filed in 2002. Eight of the applications were approved, one was withdrawn and three remain pending into 2003. Two pending applications from 2001 were approved in 2002. A discussion of some of the major projects is provided earlier in this report.

Site Plan Waivers

For property where a site plan has been previously approved, or for a relatively minor change to a property where there is no approved site plan, a property owner may receive permission to make changes to the development on that property by applying for a site plan waiver. A waiver of the site plan requirement may also be considered for existing properties which need to implement handicapped accessibility improvements when no approved site plan is on file. The Planning Board received six requests for site plan waivers in 2002. Four of the requests were approved, one is still pending and one was withdrawn.

Minor Engineering Changes

A property owner may wish to make a minor change to an approved site plan. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include parking space alignment, handicapped access adjustments, and minor drainage improvements. The Planning Board received twenty two requests for minor engineering changes in 2002. Nineteen of these applications were approved. Of the remaining applications one is still pending, one was not processed and one was withdrawn at the request of the applicant. One pending application from 2001 was approved in 2002.

Insignificant Changes

Insignificant changes to an approved plan constitute the most minor site changes made in accordance with site plan review. This type of change may include a minor adjustment of parking space alignment necessitated by on-site conditions, changes in exterior doorways, minor handicapped accessibility improvements, or changes in building footprint which do not increase the gross floor area of the building. The Planning Board received five requests for insignificant changes in 2002. Four of the applications were approved and one remains pending into 2003. Three applications pending from 2001 were approved in 2002.

Special Permits

The purpose of a special permit is to control uses which may be appropriate, depending on the location and the manner in which the use is developed and operated. Special permits are generally for uses specified in the Zoning Bylaw

which require the highest degree of scrutiny by the Planning Board. The Planning Board reviews each proposed special permit and determines if the use should be allowed and what conditions should be required. The Town of Burlington requires special permits for three types of use:

- Certain land uses determined to require conditional review for development throughout the town.
- Certain land uses and site development, such as discharge of storm water into a wetlands, which have the potential to adversely affect wetlands.
- Certain uses and site development which have the potential to adversely affect the aquifer and water resource districts.

Restaurants, fast-order food establishments, hazardous materials use and storage, fuel storage, automotive uses, and communication antennas are common examples of uses that require a special permit in Burlington.

Nineteen special permit applications were filed in 2002, of which fifteen were issued, one was withdrawn, and three remain pending into 2003. Of the thirteen applications pending from 2001, all were issued.

APPLICATION FEES

The Town collects fees for applications made to the Planning Board for subdivisions, site plans, site plan waivers, special permits, and planned development district rezoning applications. Subdivision inspection fees are also required. Fees collected are directed to the general revenue fund of the Town. In 2002, the following fees were collected:

Subdivisions	\$ 1,240.00
Engineering Changes	\$ 200.00
Approval Not Required	\$ 100.00
Special Permits	\$ 16,400.00
Site Plans	\$ 11,000.00
Site Plan Waivers	\$ 1,750.00
Minor Engineering Changes	\$ 8,050.00
Insignificant Changes	\$ 500.00
Rezoning	\$ 0.00
Miscellaneous	\$ 516.00
TOTAL FEES COLLECTED	\$ 39,756.00

Respectfully submitted,

Ernest E. Covino, Jr., Chairman
Jayne L. Hyde, Vice-Chairman

Paul F. Roth, Member Clerk
Peter J. Coppola, Member
John A. DeFrancesco, Member
Albert L. Fay, Jr., Member
Paul R. Raymond, Member

BURLINGTON RECREATION DEPARTMENT

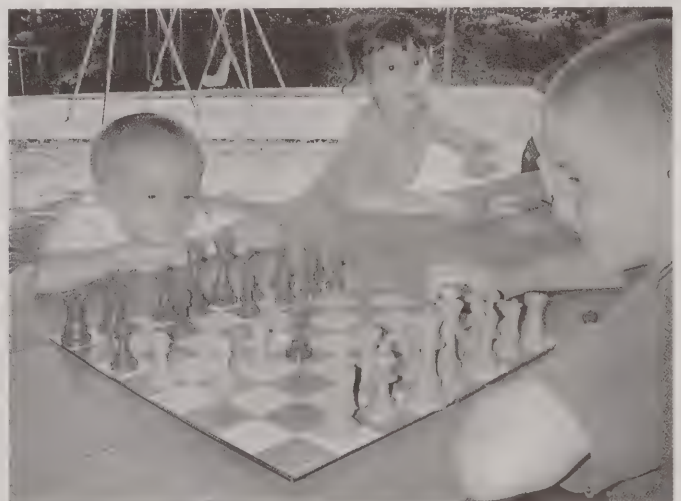
The Recreation Commission, in conjunction with the Recreation Department's administrative staff, developed an aggressive set of goals for the Recreation Department in 2002, and we are pleased to report that we accomplished most of them. The successes enjoyed by the Department over the past year are a tribute to our program staff, maintenance workers, and volunteers. The Recreation Department also received a great deal of support from the local business community, service organizations, and other town groups. This report will summarize the Recreation Department's major accomplishments during the year and highlight some of the individuals and groups that helped us respond to the recreational needs of the community.



Many improvements were made during 2002 in Recreation Department programs, facilities, and services:

- A Recreation Department web site was created.
- A credit card payment system was established.
- An employee handbook was developed.

- Staff training was improved (first aid and CPR certification required).
- Seasonal program brochures were upgraded.
- All Recreation Department programs were evaluated.
- Burlington's skate park was constructed at Simonds Park.
- Thirty-six new programs were added.
- The Recreation Department's first strategic plan was approved.
- The Recreation Commission adopted a new policy requiring employees and volunteers to undergo criminal background checks (CORI).
- The Recreation Commission approved a plan for the replacement of old fences, backstops, bleachers, and asphalt surfaces in parks and playgrounds.
- New playground equipment was installed at Rahanis Park, TRW Park, and Regan Park.
- The athletic fields at Marshall Simonds Middle School were rehabilitated.
- New bleachers were installed at the Simonds Park baseball fields and at Rotary Field.
- A new sports lighting system was installed at Marvin Field, and the Recreation Commission approved a creative financing plan to pay for the new lights.
- A new outfield fence was installed at Regan Park, and a new baseball backstop was constructed at TRW Field.
- A parks maintenance and beautification project was undertaken with assistance from Veterans Administration workers.



Many of the Recreation Department's accomplishments in 2002 were made possible by the creativity, dedication, and hard work of Recreation Department staff members and the support, generosity, and cooperation of local businesses and organizations. We are grateful for the contributions of the following individuals and groups:

- Recreation Department office staff members, Nancy Pondelli, Carol Lynch and Nancy Santilli, were largely responsible for improving customer service and office operations.
- Our program staff, Bill Boudreau, Brendan Egan and Mary Nelson, developed more new programs (36) than had been developed in any one-year period in the history of the Recreation Department.
- Part-time employees, Carolann Blenkhorn and Dennis Doble, were recipients of the Recreation Commission's Exemplary Service Award.
- Recreation Department building custodian, Jim Wheaton, retired after 21 years of dedicated service.
- John Lancelotte was hired by the Recreation Department as a maintenance craftsman.
- Maintenance Foreman, Mike Kelly, became qualified as a National Playground Safety Inspector.
- Long-time summer program director, Paul Ganley, was promoted to the position of Summer Program Coordinator.
- The Burlington Police Department and several members of the Burlington Business Round Table made donations which made it possible for the Recreation Department to go forward with construction of Burlington's skate park in October, 2002.



- Employees of Erland Construction Corporation volunteered to assist the Recreation Department with landscaping projects at Simonds Park and at TRW Park.
- Sun Microsystems employees helped with the installation of playground equipment at TRW Park.
- RCN Corporation contributed \$500 for trout stocking at the Mill Pond Reservoir.
- Fellowship Bible Church provided space for Recreation Department programs.
- The Boston Ultimate Disc Alliance donated over \$15,000 for the athletic field improvement project at Marshall Simonds Middle School.
- The Council on Aging collaborated with the Recreation Department to develop a computer classroom at the Center for Human Services.
- The Burlington Players worked closely with the Recreation Commission on improvement plans for The Park Playhouse at Overlook Park. Town Meeting approved funds for replacing the roof on the Town-owned building.
- Burlington's youth sports organizations worked with the Recreation Commission on issues of mutual interest, particularly with regard to the use, scheduling, and future development of athletic fields.

The Recreation Department staff and the Recreation Commission deserve a great deal of credit for expanding recreational opportunities, improving outdoor recreation facilities, and enhancing customer service in 2002, and we look forward to working with others in the community on future recreational issues and challenges. We are committed to making Burlington's Recreation Department the best it possibly can be.

Respectfully submitted,

Don Roberts, Director of Recreation
 Doug Gillingham, Director of Maintenance
 For the Recreation Commission:
 Karen Hoyt, Chairman
 Kevin Sullivan, Vice Chairman
 Jack Ferren
 Paul Raymond
 John Vanella

BOARD OF HEALTH



Board of Health: (left to right): Dr. Ed Weiner, Dr. Cathy Read, Chairman Ed Wall and Jim Dion

HEALTH AGENT/SANITARIAN

I hereby submit the annual report as the Board of Health Agent/Sanitarian.

INSPECTIONS

Food Establishments.....	270
Housing.....	28
Public Swimming Pools.....	10
Septic Systems, Drainage.....	15
Occupancy Permits.....	80
Animals/Kennels.....	2
Tanning Salons.....	10
Nuisances, Illegal Dumping, Investigations.....	55
Recreation Camps.....	0
Massage Therapy.....	1
Biotech Laboratories.....	2
Soil Testing.....	4
Special sampling/testing.....	4

COMPLAINTS

Food Service.....	50
Miscellaneous.....	32

During the year meetings were held with contractors, architects, restaurants owners and facility managers to review plans for renovation and construction of food establishments. Plan review also included subdivisions, site plans, special permits, sewage/drainage permits, septic systems, and plumbing code variances. Ongoing grant programs included the Tobacco Control Program, which will be discontinued for 2003.

Bioterrorism planning is still an issue. Regional meetings have been set up by the State to discuss procedures and planning.

A successful rabies clinic was held on April 6, 2002 at the Department of Public Works Highway Garage that allowed residents to have their pets vaccinated prior to licensing.

Licenses and permits issued included the usual: food establishments (restaurants, retail markets, cafeterias) mobile vendors, drain layers, septage haulers, kennels, public swimming pools, keeping of animals and fowl, sewer, wells, drainage, septic system installer, tanning salons, biotechnology, ice rink, and massage therapy. Additional duties included the dissemination of health information, and seminars on public health topics.

I wish to thank the Board and various departments in the Town for helping to make a smooth transition between the departure of long-time Health Agent Brian Lockard in May 2002 and my arrival on December 3, 2002.

Respectfully submitted,

Karen L. Springer, R.E.H.S./R.S.
Health Agent/Sanitarian

ENVIRONMENTAL ENGINEER'S REPORT

An important duty of the Environmental Engineer is to administer and enforce the "Control of Toxic and Hazardous Materials" bylaw. This bylaw requires local businesses to register their hazardous materials annually with the Board of Health. During 2002, 103 facilities registered their chemical inventories with the Town. Of these facilities, 11 were found to maintain toxic or hazardous materi-

als in excess of the minimum reporting requirements established by the federal Emergency Planning and Community Right to Know Act and were consequently identified as SARA Title III facilities. As part of these duties, I have also completed 137 compliance inspections in order to verify chemical inventories and to review on site storage and handling practices.

Additional related activities have included monitoring the assessment and remediation of local contamination sites. These efforts have involved the review of 248 environmental studies as well as numerous consultations with state and federal agencies and private consultants. I also responded to 10 incidents involving the release or discovery of hazardous materials.

During 2002, I reviewed 133 site plans, special permits, minor engineering changes, and storm water pollution prevention plans. The purpose of these reviews is to evaluate the proposals for environmental impact, to promote aquifer protection, and to ensure the proper storage of hazardous materials.

In 2002, the Board of Health sponsored two successful Household Hazardous Waste Collections. A total of 999 households participated in these events. As part of this effort, the Board of Health also offers programs to assist municipal departments and local small businesses with the safe and proper disposal of their hazardous waste. The Board of Health also offers a Universal Waste Recycling Program to assist local businesses with the safe and proper disposal of fluorescent light, electronic ballast's, computer equipment, and batteries. This effort has helped to reduce the amount of toxic mercury and heavy metals entering the local solid waste stream. In conjunction with this effort, the Board of Health continued to offer a mercury thermometer exchange where mercury thermometers can be redeemed for a free non-mercury replacement. This effort has resulted in the collection of more than 2400 mercury thermometers and over 195 pounds of elemental mercury.

In response to numerous requests, I have also enclosed a brief summary of the local commercial sites where chemical releases have occurred. This summary includes the name and location of the site, whether the site is located in the aquifer and water resource districts, contaminant(s) of concern, and a general description of where the site is in the evaluation and remediation process. All descriptions are of a general nature, please contact the Board of Health for more technical information.

Burlington Environmental Sites:

1. Jerguson Gage & Valve, 15 Adams Street, located in aquifer district. Chlorinated solvents are the main contaminants of concern. Soil remediation completed. Groundwater remediation underway.
2. Property, 25 Adams Street, located in aquifer district. Impacted by petroleum contamination believed to have originated from a neighboring property. Groundwater contamination present. Additional assessment and possible remediation needed.
3. Mobil Station, 173 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Gasoline contamination in soil and groundwater. Soil and groundwater remediation underway.
4. Texaco Station, 161 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Gasoline contamination in soil and groundwater. Short term remedial efforts completed. Additional remediation needed.
5. Dobbins Auto Repair, 177 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No 3. Gasoline and chlorinated solvent contamination in groundwater. Additional assessment and possible remediation needed.
6. RCA/Lockheed Martin, 183 Bedford Street, partially located within water resource district. Groundwater contaminants located outside Burlington protection districts. Contaminants located within Zone II for Bedford Well No. 3. Chlorinated solvents present in groundwater. Soil and sediment remediation have been completed. Natural attenuation and long-term monitoring proposed for groundwater contaminants.
7. Intersection Network Drive and Bedford Street, located outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Petroleum and chlorinated solvent contamination present in groundwater. Additional assessment needed.
8. 175 Bedford Street, leaking underground storage tank. Located outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Petroleum contamination remediated.

9. Bellofram, 30 Blanchard Road, located within water resource district. Chlorinated solvents present in groundwater. Soil remediation completed. Groundwater remediation in progress.
10. DataCon, 60 Blanchard Road, located within water resource district. Chlorinated solvents present in groundwater. This site has been impacted by a release at a neighboring site. Additional assessment and remediation required.
11. Tech Weld Corporation, 70 Blanchard Road, located in aquifer district. Chlorinated solvents present in groundwater. Additional assessment and remediation required.
12. Varian, 78 Blanchard Road, located in aquifer district. Chlorinated solvents present in groundwater. Additional assessment and possible remediation needed.
13. Herb Chambers Honda, 33 Cambridge Street, outside protection district. Leaking underground storage tank removed from this location. Remediation completed.
14. State Equipment, 62 Cambridge Street, outside protection district. Petroleum release. Additional assessment required.
15. Burlington Centre property, 100 Cambridge Street, located in water resource district. Petroleum release. Remediation completed.
16. Polystructures, 101 Cambridge Street, partially located in water resource district. Petroleum release. Remediation completed.
17. Citgo Station, 108 Cambridge Street, located in water resource district. Gasoline contamination detected in groundwater. Additional assessment and remediation required.
18. Hess (Mobil) Station, 110 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Groundwater remediation nearing completion.
19. RJ Kelly, 116 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Additional site assessment and remediation required.
20. Exxon Station, 118 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Additional site assessment and remediation required.
21. 138 Cambridge Street, located in water resource district. Petroleum products detected in groundwater. Additional assessment required.
22. Shell Station, 140 Cambridge Street, located in water resource district. Gasoline release. Assessment continuing.
23. Exxon Station, 181 Cambridge Street, located in water resource district. Gasoline release. Additional remediation required.
24. Shell Station, 198 Cambridge Street, partially located in water resource district. Gasoline release. Assessment continuing.
25. Property, 7 Cypress Drive, located in aquifer district. Impacted by petroleum release occurring at a neighboring site. Additional assessment needed.
26. Middlesex Courier, 5 Cypress Drive, located in aquifer district. Leaking underground storage tank released gasoline. Additional assessment and remediation needed.
27. Atlantic Industrial, 11 Cypress Drive, located in aquifer district. Petroleum contamination detected in soil. Remedial efforts completed.
28. Property, 16 Garfield Circle, located in aquifer district. Petroleum release originating from a leaking underground storage tank. Remedial efforts have been completed.
29. Burlington Highway Garage, Meadow Road, located in aquifer district. Petroleum release originating from leaking underground storage tanks. Site assessment activities in progress.
30. Wang Labs, 20 South Avenue, located in aquifer district. Petroleum release. Remedial efforts have been completed.
31. 20 South Avenue, General Cinema, located in aquifer district. Chlorinated solvents detected in groundwater. Additional assessment required.
32. Former TRW facility, 1 Kimball Avenue, located in water resource district. Chlorinated solvents detected in groundwater. Site evaluation continuing.
33. Property, 43 Middlesex Turnpike, located in aquifer district. Chlorinated solvents detected in groundwater. Additional assessment required.

34. Property, 44 Middlesex Turnpike, located in aquifer district. Chlorinated solvents detected in groundwater. Site closure completed.
35. Ned's Towing, 49 Middlesex Turnpike, located in aquifer district. Gasoline release originating from leaking underground storage tanks. Additional assessment and possibly remediation required.
36. Amoco (Mobil) Station, 50 Middlesex Turnpike, located in aquifer district. Gasoline release. Site closure completed.
37. Strato Reprographics, 62 Middlesex Turnpike, aquifer district. Petroleum and metals contamination. Remedial efforts completed.
38. Hertz, 68 Middlesex Turnpike, located in aquifer district. Petroleum release. Additional site assessment and possibly remediation needed.
39. Burlington Dodge, 90 Middlesex Turnpike, located in aquifer district. Gasoline release from leaking underground storage tank. This site has also been impacted by chlorinated solvents originating from a neighboring site. The chlorinated solvents issue needs to be addressed by the neighboring site owner. A second gasoline release has also been detected at this location which requires additional assessment and remediation.
40. Semicon, 10 North Avenue, located in water resource district. Chlorinated solvent detected in groundwater. Groundwater remediation was initiated at this location in 1999.
41. Property, 3 Old Concord Road, located in aquifer district. Petroleum release originating from a leaking underground storage tank. Remedial effort completed.
42. Property, 80R Cambridge Street, outside protection district. Petroleum release originating from a leaking underground storage tank. Remedial effort completed.
43. M/A Com, 63 South Avenue, located in aquifer district. Chlorinated solvents detected in groundwater. Groundwater remediation in progress.
44. Nike Missile site, 145 South Bedford Street, outside protection district. Petroleum release originating from leaking underground storage tank. Remedial efforts completed.
45. High Voltage Engineering, 101 South Bedford Street, partially located within water resource district. Chlorinated solvents detected in groundwater. Soil remediation completed. Groundwater remediation underway.
46. Itek Corporation, 53 Third Avenue, located in water resource district. Chlorinated solvents detected in groundwater. Additional remediation required.
47. Altotronics, 71 Third Avenue, located in water resource district. Chlorinated solvents detected in groundwater. A groundwater treatment system began operation in 1999.
48. Property, 1 Van de Graaff Drive, outside protection district. Chlorinated solvents detected in groundwater. Site closure has been completed.
49. Raytheon, 2 Wayside Road, outside protection district. Petroleum release, and limited chlorinated solvent contamination. Additional remediation required.
50. Former M/A Com facility, 52 Second Avenue, the site is located in the water resource district. Chlorinated solvents detected in soil and ground water. Additional assessment and remediation required.
51. US Windpower, 200 Wheeler Road, located in water resource district. Chlorinated solvents detected in groundwater. Soil remediation has been implemented. Groundwater remediation has been initiated at this location.
52. Vine Brook and tributaries, near Great Meadow Road and Middlesex Turnpike. Chlorinated solvents detected in surface water. Additional assessment and possibly remediation or corrective measures required.

Please note that additional sites have been impacted by the migration of contaminants from these locations. This is especially true for sites located within the aquifer and water resource district where the operation of the public wellfield has caused contaminants to be drawn toward the wells. In 1999, I developed a comprehensive well database which contains geological and water quality data for approximately 1500 wells known to exist in Burlington. This reference tool has enhanced our ability to monitor the impact of local hazardous waste sites on water quality. This resource also enables us to review development proposals for potential environmental impacts. This database continues to be revised as new information becomes available. This information is available for review to all interested parties.

Anyone interested in learning more about environmental issues affecting Burlington is invited to contact me at 270-1956 or via e-mail at 'tdresser@burlmass.org'

Respectfully submitted,

Todd H. Dresser
Environmental Engineer

REPORT OF THE EAST MIDDLESEX MOSQUITO CONTROL PROJECT

The East Middlesex Mosquito Control Project conducts a program in Burlington consisting of mosquito surveillance, larval and adult mosquito control and public education.

For the third consecutive year, the risk of mosquito borne transmission of West Nile Virus (WNV) continued to be a serious local concern. In 2002 there were 22 residents from the metropolitan Boston and Worcester areas that contracted WNV including 3 fatalities. There were also large numbers of crows and other birds that were killed by WNV. The Project participated in the State's **Surveillance and Response Plan to Reduce the Risk of West Nile Virus Transmission and Human Encephalitis**. The Project also participated in research efforts to evaluate control methods against WNV species.

In 2002 mosquito populations reached peak levels in late June and July. The adult mosquito surveillance program used traps to collect mosquitoes from as many as 5 Burlington locations per night. Between June and September, mosquitoes were collected on 8 different nights. Selected trap collections in August and September were tested for WNV by the Massachusetts Department of Public Health.

The larval mosquito control program relies on the biological larvicide, *Bacillus thuringiensis var. israelensis* (Bti) for control of mosquito larvae in wetlands. An April helicopter application of Bti controlled mosquito larvae at 117 wetland acres. Field crews using portable sprayers made 72 site visits and applied Bti in the spring and the summer to 22.6 wetland acres when high densities of mosquito larvae were found breeding in stagnant water. Project personnel applied Altosid Briquets to stagnant water to control *Culex* mosquito larvae in 2,555 roadside catchbasins in June. Packets of *Bacillus sphaericus* were applied to 2,634 catchbasins in August. Both larvicides are classified as relatively non toxic by the EPA.

The adult mosquito control program used truck mounted aerosol sprayers at night to treat 3,120 acres when survey traps indicated high populations of mosquitoes. The Project used a formulation of resmethrin to control adult mosquitoes. Advance notification of the spray program was done through newspaper notices in the Daily Times Chronicle, notices on the Project's web site and via a recorded telephone message at 781-893-5759.

The Project's public education program is designed to develop awareness within the public and the private sectors as to their roles in mosquito control. The Project serves as a resource to residents, schools, municipal officials and the local media on controlling mosquitoes, breeding sites and mosquito borne diseases. A web page provides residents with information on mosquitoes, project control programs and related topics. The website address is www.town.sudbury.ma.us/services/health/emmcpr.

Respectfully submitted,

David M. Henley, Superintendent

PUBLIC HEALTH NURSE

I hereby submit my report as Public Health Nurse for the year ending December 31, 2002.

Board of Health nursing office hours are Monday – Friday from 8:30 AM to 4:30 PM. Appointments may be scheduled during these hours. Walk-In Clinics (no appointment required) are held every Tuesday morning from 9:00 AM to 12:00 PM and the second and fourth Thursdays of each month from 3:30 PM to 5:30 PM. A home visit can be arranged for any homebound Burlington resident.

A summary of programs and services follows:

In-Home Services:	294
Office Services:	
Well Elderly Clinic	315
Tuesday Morning Walk-in Clinic	1,810
Thursday Evening Walk-in Clinics	76
Communicable Disease Follow-up	470
Blood Pressure Screening	2,769
Blood Sugar Screening	122
Cholesterol Screening	43
Health/Nutrition Counseling	1,974

Immunizations – (Polio, MMR, DTaP, Td, HIB, Hep A, Hep B)	250
Immunizations – Flu	1,753
Lead Poisoning Blood Testing	2
Mantoux Skin Testing for Tuberculosis	253
Tuberculosis Surveillance Case Management	314
Morbidity	420
Weight Monitoring	381

Additional Programs and Services:

Council on Aging Health/Wellness Fair
Hepatitis A Immunization
Hepatitis B Immunization – Adolescent/Adult
Immunization (Adult Hepatitis B vaccine may
be purchased at a reduced cost.)
Infection Control – Burlington Police Department Matrons
Longmeadow Place – Flu/Pneumonia Vaccination
Restaurant Employee Mantoux Skin Testing

Community Free Care Health Clinic

Office Visits:	28
Physical Exams:	16
Labs:	19
Follow-up Consultations:	318

In an effort to make health care available to all Burlington residents, the Burlington Board of Health and Lahey Clinic reached a landmark agreement in 1998 to provide medical services at no cost to Burlington residents from the ages of 19 – 65 who either do not have health insurance, or have limited health insurance coverage. This Community Clinic is staffed by Lahey Clinic physicians and Board of Health nurses once monthly on the 2nd Thursday of each month. Early evening appointments are available.

The following services will be offered at the Free Care Clinic: routine gynecological screening, diagnosis and treatment of medical illnesses such as hypertension and diabetes, and diagnosis and treatment of non-emergency medical illnesses. Laboratory and diagnostic testing will also be available as indicated.

Public health information and an office brochure providing information on the Comprehensive Public Health Nursing Program and Services offered is available in the office or if requested, by mail.

For questions on services and/or programs, please contact us in the office at 61 Center Street, Human Services Building.

Respectfully submitted,

Judith E. Baggs, RN, BSN
Public Health Nurse

PUBLIC LIBRARY

In 2002 the Burlington Public Library underwent many changes that enhanced the Library Facility. The largest undertaking was the installation of carpeting throughout the building. A traditional pattern was laid in the Adult Department, a brighter shade was chosen for the Young Adult area, with a different color installed in the meeting rooms. The most dramatic choice can be seen in the linear and geometric patterns utilized in the Youth Services Department.

Another major change that took place was the complete redesign of the Youth Services Department. New shelving and brand new furniture were purchased with the intent of defining the many areas of use within this department. Children's Librarian Charl Maynard accomplished the goal with her creative design plan and some carefully selected furnishings approved by the subcommittee. Stacks were redesigned to form areas within the department. There are quiet study tables near the reference books, two love seats added in the early reading center, and beanbag chairs near the paperback collection.

In the Adult Department there have been changes as well. The layout of the audiovisual materials and the new books at the front of the library was redesigned allowing more space for all. The audio books were relocated and now have room for growth. The videos, DVD's, music and new books were rearranged, also allowing for growth. Comfortable seating was added to this area giving a much more welcoming atmosphere.

Three sets of display cubes (a gift from "The Friends of the Burlington Public Library") have been added in various parts of the library. Many members of the staff have participated in setting up a variety of displays, which are highly praised by the public.

One other change that can be seen throughout the library is the signage. ADA compliant signs have been installed completing a long-term goal of the facility.

PERSONNEL

The staff is the backbone of all that transpires in a library. Burlington is very fortunate to have a dedicated, public oriented staff. During the past year, change was a factor not only in the facility, but also in personnel. There were many vacancies and shifts in responsibilities of existing staff members throughout the year, but the service provided to the public never faltered.

Lori Hodgson joined the staff in February as Assistant Director to fill the vacancy left by the retirement of Betty Owens. Hilding Hedberg departed in August leaving the position of Director to be filled. Lori Hodgson assumed the role of Acting Director and Susanne Sullivan became Acting Assistant Director while maintaining her presence in the Youth Services Department. Acting on the recommendation of a search committee, the Trustees appointed Lori Hodgson to the position of Director in November.

Two long-standing members of the staff took advantage of the early retirement incentive offered by the town. A familiar face to all who visited the reference desk and the internet stations, Brita Fleming retired as assistant reference librarian in November. Lucile Lu, who worked occasionally on reference, but mostly behind the scenes in a very essential position as cataloguer and the department head of Technical Services also retired in November. Both contributed greatly to the Burlington Public Library and will be missed!

Other changes were made as Mohini Haran, Yvonne Kenney, Leah Rikker, Mina Kapadia and Terri Boudette all departed during the course of the year. Tracey Gaipo was promoted from a page to circulation aide, Donna Manoogian and Shelley Sloboder joined the reference team in December bringing that department back to full staff. Gail Holley, Rutuja Joshi, Travis Taylor, and Katrina Zaccardi all filled page vacancies.

CIRCULATION

The activity at the circulation desk continued to grow throughout the year. The public has truly embraced the patron empowerment features of the Horizon database. The ability to search the database from home and place one's own holds has definitely affected the circulation at the library. This is reflected in the increased number of holds picked up in Burlington. Last year there were 10,886 holds picked up, this year there were 20,374. This reflects an increase of 9,488 holds! Receipt printers were installed at the circulation desk in November. This change allows for a list of all items checked out with their corresponding due dates to be printed on one receipt. The receipt printers are of great assistance to the circulation staff that checked out 253,132 items during the year. This figure reflects an increase of more than 12,000 items from last year.

REFERENCE

The activity in the Reference Department continues to grow. A steady stream of patrons continues at the internet terminals. New timeout software has been added to the internet stations to help monitor this situation, freeing the reference librarians to pursue other duties. Weeding is a very necessary component of collection development and the reference staff has been hard at work refreshing the collection by weeding and replacing old with new materials. Reference Librarian, Marnie Smith, has been participating in a series of preservation workshops. These workshops have been very helpful with the projects that she, with the assistance of then volunteer Shelley Sloboder, have undertaken in the local history collection. They have been indexing, forming finding aids, and preserving in archival boxes the materials in this special collection.

YOUTH SERVICES

The Youth Services staff has also been hard at work all year. In anticipation of the carpet and redesign projects, heavy weeding of the collection took place throughout the summer and fall. The summer reading program "A Star Spangled Summer" was a success with 756 children and young adults signing up. The library was festively decked out with red, white and blue stars to reflect the amount of reading that was completed by the participants. One hundred ninety six students learned about the library and its use during the 6th grade tours. Addressing the need for more computers three new internet computers (2 being gifts

from the "Friends of the Burlington Public Library") were added in the youth department. These are constantly in use by the youth of the community when school is not in session. The staff offered 240 story times, with an attendance of 7100 and 22 special programs with an attendance of 1175. The teen volunteers under the direction of Lee Sylvester have contributed greatly in children's programming ending the year with a puppet performance of "Rudolph". The Young Adult area has also seen some change with graphic novels being displayed on slant shelving and additional shelving added to hold the growing collection.

TECHNICAL SERVICES

The Technical Services staff has worked very hard alongside the other departments. As weeding was done in the adult and youth departments the technical services staff withdrew 8013 items from the database, mended those in need of repair, and recataloged items being moved from one location to another. The videos in the Youth Services department were also recataloged. New labels and new information in the database had to be done for each video. This staff also placed orders and processed 6850 new items that were added to the collection during the year.

VOLUNTEERS

Another very important component of the library is its volunteers. There are many tasks that would not be completed if it were not for the many dedicated people who give of their time. Two hundred thirty seven volunteers completed over 1800 hours of work. Keeping newspapers and magazines orderly, updating bulletin boards, typing, delivering books to homebound, assisting staff in specific projects are just some of the many tasks performed by volunteers.

FRIENDS

A huge "thank you" goes to the "Friends" for all their hard work and contributions that improve our library. The "Friends of the Burlington Public Library" run a few fundraising events throughout the year. There are two book sales annually and an ongoing sale shelf that is continuously replenished with materials for sale. The annual wine tasting fundraiser, although held off site this year as a result of the carpeting project, was a success thanks to the

dedication and hard work of the committee. From these fundraisers many gifts are provided to the library. The museum passes are one of these gifts and over 400 passes to museums were used by the community this year. Display cubes, a book truck, 2 pc's, programming and supplies that enhance these programs are just some of the benefits to the library that the "Friends" provide.

On a personal note, I wish to thank the staff, the Board of Trustees and the Town Administrators all of whom made my transition to Burlington and the Directorship so easy.

Respectfully submitted,

Lori Hodgson,
Library Director

BOARD OF LIBRARY TRUSTEES



Board of Library Trustees: Front row (left to right): Orise Desautels, Elliot Chikofsky, Back row (left to right): Ellen Ferguson (Chairman), Edith Entwistle (Vice-Chairman), Paula Benard, Clifton Reed

2002 was a very busy year for the Library Trustees. Trustees worked on sub committees addressing the review of policies, carpet issues, furnishing, and a search committee for a new director.

Laura Hodgson was hired in February as the assistant director. Ms. Hodgson became the acting director in August

and a sub committee began a search for a new director. After displaying enthusiasm and knowledge as an acting director, the Library Trustees accepted the Search Committee recommendation and hired Ms. Hodgson as our new director in November.

The Library was experiencing problems with the carpeting. Areas were unable to be cleaned as the adhesive would fail and the carpet would lift. The Library Trustees began investigating ways to resolve this problem and repair already lifted areas. After air conditioning failure throughout most of the summer's heat and humidity, the carpet buckled and lifted beyond repair. In September Town Meeting voted to complete the funding necessary for new carpet. Carpet tiles were installed in October. This type of carpeting is widely used in other public buildings.

New furnishings for the children's area had been purchased. These furnishings were put in place once the new carpet was installed.

The Library Trustees would like to thank the Friends of the Library for their fundraising efforts. The Friends sponsor many library programs and purchase items for the library. Yearly they purchase museum passes to be used by patrons.

We have a wonderful staff at the library. A special thanks to them for working through the air conditioning troubles. The Trustees are thankful for the packing and moving which aided in the installation of the carpeting.

In August Robert Peters resigned from the board as his family moved from Burlington. Mr. Peters' knowledge and dedication to the board will be greatly missed. In October Paula Benard accepted an appointment. The Library Trustees welcome Ms. Benard and we look forward to working with her.

Respectfully submitted,

Ellen Ferguson, Chairman

HISTORICAL COMMISSION

The Commission is pleased to present the Annual Report for 2002.

JANUARY

A primary concern for the Commission members is the preservation of historic places. The Town of Burlington is fortunate to have several historic sites such as the Clapp's Mill, Grandview Farm, the Old Burying Ground, the West School, the Historical Museum building and the Kent house. We continue to keep the preservation of these sites a priority. In the 1998-1999 Historic Preservation Survey of Burlington many of these sites were recommended for nomination to the National Register of Historic Places. The process is costly and time consuming, however it is a goal we hoped to accomplish.

The new year prompted discussions on a variety of needs to accomplish further goals. Chairman Norman Biggart requested additional planning sessions, and additional storage space, and Commission members requested improving the appearance of the Museum, creation of a catalog of items for sale, improved cataloging, and the need for volunteers.

Kathi Horton attended a conference on the restoration and preservation of historic documents at the Massachusetts Historical Commission in Boston.

Jim Ashworth, a former member, gave a report to the Commission on the importance of eight drawings and paintings of James Franklin Gilman in the Museum inventory. His suggestions for the care and preservation of the drawings were noted.

FEBRUARY

Chairman Norman Biggart and John DeMelo met with the Assistant Town Administrator with concerns about preservation, security and handicapped access concerns facing the historic buildings. Working together, they hoped to solve the problems.

The condition of the Grandview Farm and the Kent House continued to be a concern and discussions were held on what our role would be in the prevention of any further disrepair. The Kent house is owned by Sun Micro Systems, which limits the involvement of the Commission.

When and if the sale of the Grandview Farm has been completed, the Commission requested permission to enter the building to note the remaining historic architectural details, as well as the possible future uses of the house.

Lisa Plato, the Town Archivist, left her position with the Town of Burlington. The membership unhappily received the news of her departure, as she was a valuable asset to the Commission. Her assistance, guidance and expertise will be missed.

MARCH – no meeting

APRIL

In April, one of the communities historic resources, the Clapp's Mill site, was sold to the Town of Burlington. The Historical Commission was happy to learn that the preservation of this beautiful site was accomplished.

A variety of activities continued into the spring. The Commission continued to receive requests for historical information, often referring the requests to the Historical Room at the Public Library, the archives and Town Clerk's office. They continue to supply records, genealogical information and any information that is not available in the Museum.

With the cooperation of the Burlington Public Library, display space in the vestibule has been used to create mini displays of larger exhibits shown in the Museum. This gives the exhibits wider exposure.

Tours of the Museum and the West School continue by appointment.

Kathleen Horton attended a meeting of the Massachusetts Historical Society to learn about historic figures in Boston.

"50 years of Baseball in Burlington" – On April 27th, the baseball exhibit opened celebrating fifty years of baseball in Burlington. It consisted of antique baseball equipment, baseball card collections, and photographs of coaches and teams from the 1950's to the present time. Mr. Joe Keohane, a long time coach, loaned photographs from his collection, and Hope Paulsen and John DeMelo loaned the two Baseball collections to complete the display.



*Baseball Exhibit - Judy Wasserman, Toni Faria, Kathi Horton, Joe Keohane
Joyce Fay (Photo by Toni Faria)*

With the cooperation of the teachers and children of the Middle School, many creative essays were written on the subject of baseball, and were added to the exhibit. They were subsequently filmed by Burlington Cable Access Television.

MAY

Preservation of Ed Fogelberg's newspaper articles – Jim Ashworth, former member of the Historical Commission, presented to the Commission, a report on 796 articles written by John (Ed) Fogelberg for the Daily Times newspaper in Woburn. These articles began in June of 1979 and stopped in November of 1994. The articles and the pictures will be copied on compact discs in anticipation of producing a small number of compact discs for sale. Having this valuable historic information on compact discs will enhance and preserve the history of Burlington. Jim Ashworth was a charter member of the Historical Society and continues to be an asset to the Historical Commission and the Historical Society.

Police Department Open House – The Commission participated in the Police Department open house. Historic material of Union School memorabilia, such as photographs, scrapbooks, and an antique billy club and badge were loaned to the department for the day.

JUNE

Textile Museum Seminar – Toni Faria, Joyce Fay, and Sandy Covino attended the American Textile Museum Seminar in Lowell to learn techniques on exhibiting in small museums.

The warmer weather brought an increase of field trips to be conducted for the elementary school children to the West School, the Historical Museum and the Old Burying Ground. These tours demand the presence of several knowledgeable adults at each site. Thanks to Historical Society members, the frequent tours were conducted as scheduled.



Guests from Longmeadow Place Assisted Living at Museum (Photo by Toni Faria)

JULY

The first profits were donated and accepted from Robert Costa for the sales of his recently published book, **Images of America BURLINGTON**.

For the summer, the Museum was open to the public on Tuesday evenings to coincide with the concerts on the common.



Francis Wyman descendants at the Francis Wyman House (Photo by Toni Faria)

Francis Wyman House – Members of The Francis Wyman Association, Dr. John and Jonell Kenagy, and Virginia Mucciaccio, met at the Francis Wyman house on the 27th of July to host a visit from descendants of the Francis Wyman family. Toni Faria transported information, photographs, maps and visual aides from the Francis Wyman display at the Museum to the house. Norman Biggart and Judy Wasserman were present to greet the group. A bus brought extended family from Georgia. The descendants who visited, took photographs of the site, and enjoyed the day. The preservation and completion of this historic house is on going.

Continued interest in the preservation of historic sites in Burlington prompted further discussion about nominating sites for the National Register. The Conservation Department, Trust for Public Lands, the Land Trust, and the Town of Wilmington and Burlington accomplished the Clapp's Mill acquisition. The Commission members were active in the process and indicated that the placement of a marker and restoration of the site would be the next step. As previously mentioned, other sites in Burlington to be considered were the Grandview Farm, the Historic Museum building, the Old Burying Ground and the Kent House. Grants and money from other sources will be needed to complete the projects.



Tour of Grandview Farm (Photo by Jonell Kenagy)

AUGUST

Judy Wasserman, of the Advisory Committee, reported to the commission on the progress of the Clapp's Mill site. The Town of Wilmington and the Town of Burlington received money from the state to create a parking area, and provide a marker on the property. Eagle Scout Brett McCullum, helped create a gravel walkway. The future of the house on the property is uncertain. The Town of Wilmington owns it.

SEPTEMBER

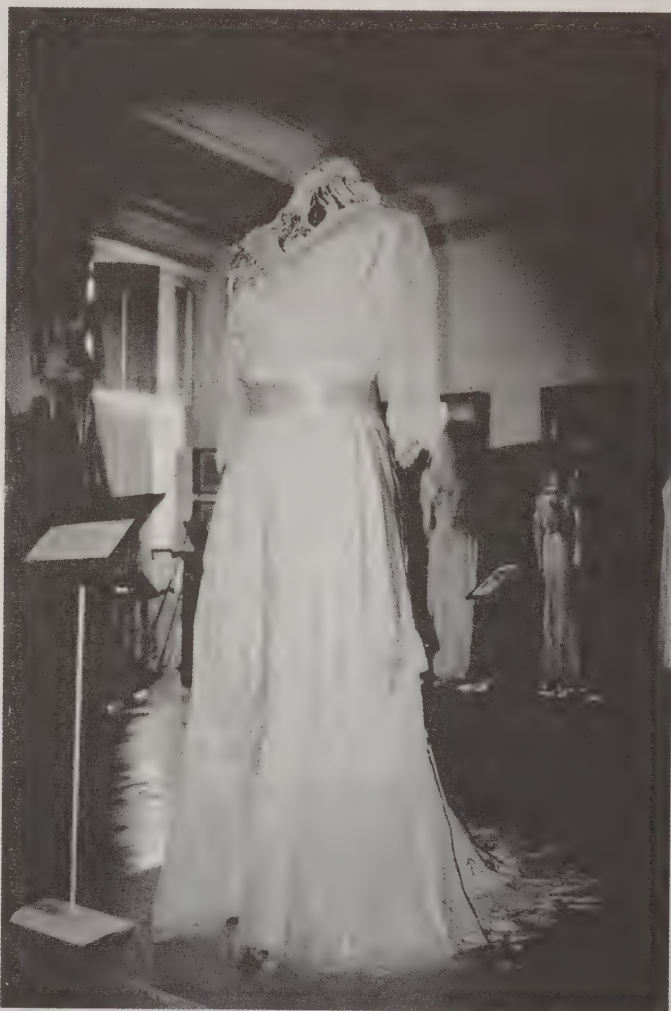
"Bridal Attire through the Years" – The museum was cleared in preparation for the new exhibit "Wedding Attire Through the Years". The problems of exhibiting in the small space and storing the standing exhibits were a challenge once again. The older mannequins from the museum inventory could not be used for display of the older dresses because of their size and condition. It was possible to exhibit the remaining gowns with innovative methods, much imagination, and the help of the Historical Society volunteers. Toni Faria and Joyce Fay planned and executed the exhibit, programs, text and photographs. Judy Wasserman of the Advisory Committee did the publicity. Sandy Covino, Barbara Fisher, and many of the volunteers from the society worked diligently to complete the display in time for the opening. John DeMelo made the props.



Additional wedding attire (Photo by Toni Faria)

The exhibit opened on September 15, 2002. Twenty-four wedding dresses were on display. A piece of local history was present when resident Iona Ganley loaned her mother's wedding dress to the exhibit. It was worn in 1906 when Cora

Cleveland married Horace Skelton. Several gowns were donated after the opening. Featured were wedding gowns and accessories from the museum inventory as well as dresses on loan from Burlington residents. The samples of wedding gowns began with dark dresses from 1850's, when few dresses were white, to the present time. The special silk gown from the museum inventory, made completely of silk shawls, was featured. It had been donated by Burlington resident, Helen Murphy in the 70's and restored in 1998. Record attendance prompted the decision to keep the exhibit open until spring. The public reacted favorably with visitors from Commissions and Societies from surrounding towns, and the Assisted Living facility, Longmeadow Place, in Burlington.



1890 wedding dress of silk shawls, gift of Helen Murphy of Burlington (Photo by Toni Faria)



Wedding dress of Cora Cleveland Skelton (Photo by Toni Faria)

It was learned that the Grandview Farmhouse and barn were being cleaned out for the transfer of the house to the Town of Burlington. Two Commission members salvaged farm tools and artifacts such as bottles from the dumpsters. When the three-way land swap was completed, and ownership of the Grandview Farm was transferred to the Town, the Historical Commission members discussed the future of the property. Mr. Larry Rittenberg, Assistant Town Administrator, conducted a tour of the property on September 6, 2002 for the Commission members.

A special open meeting was held by the Commission to encourage the public to contribute ideas about the future of the Grandview Farm. Subsequently, the Town Administrator's office asked for volunteers to join a panel to discuss the future uses of the building.

OCTOBER

The Francis Wyman Association held their meeting on October 5th. Commission members Kathleen Horton and Norman Biggart attended.

Many Wyman descendants visited the Museum.

Civil War Letters written by Sgt. Frank Wyman, and Desert Children written by Edna Wyman Baker, two books written by descendants, were loaned to Norman Biggart for a possible Civil War project.

The annual open house at the West School took place once again on Halloween. This year the school was open on Sunday the 27th as well. The Francis Wyman School, the Pine Glen School and the Memorial School participated in making the decorations. This year the artwork was prolific and original, making the interior of the schoolhouse festive for Halloween. Without the cooperation of the Superintendent, teachers and children of the schools the Halloween event could not have taken place.

NOVEMBER

The public notice of a panel to be formed to discuss the uses of the Grandview Farm prompted members of the Commission to apply.

Increased interest continued for tours of the Museum.

Preparation began for a list of historic books, pamphlets, and articles to be sold by the Commission for inclusion on the Burlington web site.

The list of copyrights for various publications was transferred to the archives.



Halloween at the West School, Dean Bodakian and Alex Gianpanian
(Photographs by Toni Faria) (Photo by Toni Faria)

DECEMBER

In December, Joyce Fay, Toni Faria and Judy Wasserman began the new exhibit of early Burlington Farms. The photographs and text will be shown in display cases in the vestibule of the Town Hall.

As the year closed, Commission members were proud of what was accomplished. In spite of a limited work force, lack of storage space, and the appearance and condition of the Museum. We extend our thanks and appreciation to friends of the Museum who volunteered to help with the production of the exhibits, act as hosts and hostesses at the openings, and advised and encouraged our projects. These volunteers are also often present at the annual Halloween open house. They include the Advisory Committee, Judy Wasserman and Hope Paulsen, the Historical Commission Alternates, Sandy Covino, and Gene Rossi, and the following list of dedicated Burlington Historical Society members. Luella Brown, Olive Bruce, Rosemary Deluco, Julie Eggleston, Rosemary Farrell, Barbara Fisher, Marge McGary, Anna Papalegis, Ruth Roach, Ellen Sheehan, Laura and Charles Stubbs, and Margaret Vient. The Girl Scout troop led by Sandy Covenor helped at the West School open house on Halloween.

Future Goals

1. Our future goal for the Museum includes the improvement of the security and outside appearance of the building, cataloging of the inventory, and creating more storage space.
2. Due to increased usage, the condition of the interior of the West School, Burlington's last one room school-house needs to be improved.
3. Begin the National Register process of nominating historical homes in Burlington to the Register.
4. The future use and preservation of the Grandview Farm.
5. Lastly, the placement of the Sewall House Marker on Lexington Street.

Gifts to the Museum in 2002

- Charles Harrington of Enfield, NH donated a glass negative of the Grandview Farm.
- Laura Stubbs of Burlington donated a wedding dress circa 1922.
- Ornate metal flag stand and Hope Paulsen gave colonial man's jacket to the Museum.

- In May, Jean Callahan donated a photograph of the 1937 Burlington graduating class.
- In June, Henry Lowther donated a chest of Grange artifacts belonging to Elizabeth Lowther.
- Velvet ladies hood, circa 1860, as well as a navy blue crepe and beaded dress, circa 1916, were donated to the Museum by Mrs. Mary Vena of Medford.
- Robert Swift of Burlington donated an antique wooden clothes wringer, circa 1898 in July.
- Mr. Albert Verrier of Mohawk Rd gave an antique rug frame for hooked rugs to the Museum.

Respectfully submitted,

The Burlington Historical Commission

Norman Biggart, Chairman

Joyce Fay

Toni Faria, Secretary

John DeMelo

Kathleen Horton

Alternates; Sandy Covenor and Gene Rossi
Advisory Committee; Judy Wasserman, and
Hope Paulsen

BEAUTIFICATION COMMITTEE

The Beautification Committee submits the following report for 2002.

1. We are pleased that many businesses along Cambridge Street, Bedford Street, Burlington Mall Road, Winn Street, and Middlesex Turnpike continue to maintain attractive landscaped properties.
2. Listed below are a number of local landscapers and citizens of our town who continue to maintain their assigned areas:
 - Ron Given – The intersection of Center and Winn Streets.
 - Mr. & Mrs. John Gulde – The island on Olympian Way.
 - Chris Clark – DiOrio Green at Cambridge Street and Burlington Mall Road.

- Jerry McCarthy – Historical Museum at Cambridge and Bedford Streets.
- Garden Club Members – Colonial Gardens across from the Fire Station.
- Davis Prato – Gazebo on the Common.
- Robert Rich, Jr. – On the Common at the corner of Bedford and Cambridge Streets.
- Michael Runyan – Memorial across from the Fire Station.
- Kevin Sullivan – On the Common at the corner of Bedford and Center Streets.

The above have been thanked and acknowledged for their generous help to our Town.

3. The committee provided Daffodil bulbs to Girl Scout Troop 1592 for planting at the Memorial School in Grades 3 and 4.
4. With the help of Committee members, Carol Engel, Joan McSweeney and Elaine Zucaro we continue to keep the Flower Planters on the Common stocked and maintained with an attractive selection of flowers and much needed fertilizer. Several members of the Garden Club have also joined us in this endeavor.
5. Because of the drought we had this past summer, we are looking into an outside source to handle watering the several areas on the Common. Needing special attention are the large flower planters, the Burlington sign flower area and the area surrounding the Olympic sign.
6. Presently checking at Gamit Signs located in Stoneham to have new signs made to place on the areas that the Volunteer Landscapers maintain.
7. Since we have lost so many letters from the wall on DiOrio Green, we are looking at the need for a stationary sign in place of the letters.

Respectfully submitted,

Carol Engel
Ed Hastings
George Major, Chairman
Joan McSweeney
Elaine Zuccaro

SCHOOL COMMITTEE

	Term Expires
John T. Lyons, Chair 105 Bedford Street	2003
Christine M. Monaco, Vice Chair 18 Corcoran Road	2004
Stephen A. Nelson 25 Fairfax Street	2005
Thomas F. Murphy, Jr. 3 Lexington Street	2004
John L. Vanella 8 Pearson Circle	2005
Nicholas Priest Student Representative	



School Committee

School Committee: Front row (left to right): Christine M. Monaco, Vice Chairman; John T. Lyons, Chairman; John L. Vanella. Back row (left to right): Nicholas Priest, Student Representative; Stephen A. Nelson; Thomas F. Murphy, Jr.

The regular meetings of the School Committee are held in the School Committee Room, Open Space A, Burlington High School, 123 Cambridge Street, Burlington, on the second and fourth Tuesday of each month at 7:30 p.m. If a change in meeting dates is voted, a posting on the Town bulletin board is required by law. Information is secured by calling the Superintendent's Office.

BURLINGTON SCHOOL COMMITTEE

2002 saw the consolidation of many gains within the Burlington Public Schools. The extensive professional development provided to staff has enabled us to respond to the implementation of the Massachusetts Curriculum Frameworks. In turn, we have seen our first student with a perfect score on both the verbal and the math sections of the SAT, and a number of other students received a perfect score in one section or the other. The Class of 2003, the first that must pass the MCAS as a graduation requirement, attained the highest passing rate in our area. The Burlington Public Schools received the highest rating granted by the National Realty Association.

Jack and Shelley Blais have continued their legacy of major gifts to the Burlington Community Scholarship Foundation, once again matching the donations from the 2002 telethon. As a result, the foundation has now surpassed the one million dollar mark! Many students will benefit from the scholarships that will be awarded from this endowment for years to come. Additionally, Mr. and Mrs. Blais once again funded our elementary summer reading program. We extend our sincere thanks to Jack and Shelley for their generosity and civic mindedness.

As we continue to assess our capital needs in the face of increasing enrollment in some of our elementary schools as well as the middle school, a comprehensive building plan is being presented to the town for the renovation and expansion of resources from Kindergarten through Grade 8. We hope to provide instructional space for our students that will take us through the next decade. We look for the support of the entire community in this very necessary project.

School Committee student representative Jason Yu served admirably and has passed the job on to Nicholas Priest. We have found Nicholas to be a wonderful addition to our proceedings, keeping us well informed not only of the activities at Burlington High School, but more importantly of the concerns the students have. Both Jason and Nicholas have been excellent spokesmen for their peers. We wish them every future success in their education and careers.

Kathleen Burns was appointed Principal of Francis Wyman School after serving as Assistant Principal and guidance counselor for many years. We welcome her to the job and offer her our support and well wishes. We also welcome Irene Roque, the new Assistant Principal of Francis Wyman School.

We wish to thank the citizens of Burlington for their unwavering commitment to their public school system. Just as we all benefited by the sacrifices of others, so too will the children entrusted to our care, be the beneficiaries of the comprehensive education provided to them. We thank all of the staff whom we have observed working day in and day out, not just to instruct, but to model for our students how educated citizens should act. And we especially thank the parents of Burlington, who entrust us with their children.

Respectfully submitted,

John T. Lyons, Chair
Christine M. Monaco, Vice Chair
Stephen A. Nelson
Thomas F. Murphy, Jr.
John L. Vanella

Superintendent of Schools

William P. Conners	B.A., Maryglade College
	M.Ed., Boston College
	C.A.E.S., Boston College
	Ed.D., Boston College

Assistant Superintendent for Business and Finance

James L. Picone	B.S., Salem State College
	M.A., Suffolk University
	Ed.D., Boston College

Assistant Superintendent for Curriculum and Instruction

Katie Spinos	B.A., Boston College
	M.Ed., Boston College
	M.S.M., Lesley College
	Ph.D. Candidate, Boston College

Director of Pupil Services

J. Kevin Foley	B.S., Boston University
	M.Ed., Northeastern University

Supervisor of Attendance

Monica J. Curtin	B.A., Villa Maria College
	M.Ed., Salem State College

Burlington High School Administration

Linda A. Hayes Principal	B.A., University of Massachusetts M.Ed., Fitchburg State College C.A.G.S. University of Massachusetts
Vincent P. McKay Principal	B.S., University of Massachusetts M.A., Tufts University Ph.D., Boston College
Richard T. Sheehan, Jr. Associate Principal	B.A., Stonehill College M.Ed. Salem State

Marshall Simonds Middle School

Richard J. Connors Principal	B.S., Salem State College M.Ed., Boston University
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Elementary Schools

Richard J. Benowitz, Principal Fox Hill	B.S., Temple University M.Ed., Boston, University
Kathleen Burns, Principal Francis Wyman School	B.S., Framingham State College M.Ed., Boston State College
Robert L. Teel, Principal Memorial School	B.A. UMass/Boston M.Ed., Boston State College
Stephen E. Preston, Principal Pine Glen School	B.S., Salem State College M.Ed., Northeastern University

SUPERINTENDENT OF SCHOOLS

"Continuous improvement" has been the battle cry for 2002, in the Burlington Public Schools. Staff and students alike have shown dedication to their work, reaping the rewards of these efforts in achievements in the arts and sciences. Notwithstanding the retirement of nine veteran teachers at the conclusion of the previous year, the schools have all been functioning at high levels. Additionally, Francis Wyman Principal Paul Cabral retired after thirty-eight years of service to the community. During his tenure the Burlington Public Schools went through dramatic changes. I would like to publicly thank him for his many contributions, including especially his work to make Francis Wyman our largest elementary facility. We were very fortunate to have had Kathleen Burns working alongside of him there, for so many of those years. With her promotion to principal, we know Francis Wyman will be in good hands! I look forward to working with her in the years to come.

Another retirement that had a big personal and organizational impact was that of Joan Corrao, Executive Secretary to the Superintendent, and long-time School Committee secretary. After thirty-two years of service at the highest level, Joan is enjoying finally catching up on all those books she had intended to read! We wish her a long and healthy well-deserved retirement, with my personal thanks for her dedicated service to me and my predecessors.

We continue to work hard at implementing the Curriculum Frameworks established under the state's education reform act, and the results are evident on our MCAS scores: by the spring of 2002, 97% of the class of 2003 had achieved passing grades! This was the highest score for any district in the Middlesex League and all contiguous towns. We are proud of our faculty and students for this accomplishment.

Through our relationship with Primary Source, we were able to send two groups of teachers and administrators to China in 2002. We hope to enhance our curriculum and instruction with the increased knowledge of these faculty members.

The work of developing a comprehensive facilities plan continues. At this time we are preparing a capital improvement plan that includes the construction, renovation, and additions we believe will meet the enrollment needs of the foreseeable future. We hope to secure the support of all

residents in Burlington for this solution to our building projects.

We are extremely grateful for the support we receive from the community, and especially from the parents who entrust their students to our care. I would like to personally thank the members of the School Committee for their hard work and the trust they place in all of us in the Central Office. Additionally, I am grateful for the hard work of all the staff within the Burlington Public Schools, especially my Assistant Superintendents James Picone and Katie Spinos. I am thankful that our youth have such great role models as the teachers, support staff, coaches, and building administrators who model what good citizenship means, day in and day out. Thank you for giving us the opportunity to serve.

Respectfully submitted,

William P. Conners, Ed.D.
Superintendent of Schools

CURRICULUM AND INSTRUCTION

During the 2002/2003 school year there are a few key initiatives underway focusing on curriculum and review and alignment; professional development; and the effective integration of technology.

Curriculum Review and Alignment

We are continuing revisions and the alignment of K-12 English/Language Arts with State Frameworks. Grade level expectations have been written for grades K-10 that correspond to the most recent State ELA Curriculum Framework. Elementary teachers have collaborated on recommendations for meeting these expectations by defining best practices and the resources that are essential for implementation. Teachers continue to introduce new strategies in the classrooms, including: Writing in the Content Areas, Junior Great Books, Guided Reading, etc. A complete grade level expectations document and guiding notebook serves as a resource to elementary teachers. All grade 3-5 teachers and support staff are participating in a 4-day training session led by colleagues on guided reading. A committee of teachers also is revising the student writing prompts and corresponding scoring guides for grades 2-7, and developed a resource guide for open-ended questions. At the secondary level, English Language Arts teachers articulated grade level expectations and defined common teacher expectations for every course (e.g., including expected literature by

grade level/course; progression of skills; emphasis in writing; appropriate integration of media literacy, etc.).

Working with Kathy Fitzgerald, the system's elementary math facilitator, K-5 teachers have also articulated grade level math expectations. These were also distributed to all elementary schools and the Marshall Simonds Middle School. A common set of expectations for mathematics will drive the purchase of new elementary math resources and any recommendations for additional resources anticipated for the next school year. Collaborating with teachers, the math facilitator also created grade level math assessments that were introduced this year. Middle School Math teachers have drafted grade level expectations and are continuing the process of identifying corresponding curriculum resources and professional development needed to implement changes. In 2002, Burlington middle and high school Math MCAS scores improved significantly over prior years. A shared K-12 focus is for all students to continue to meet higher achievement expectations on the math MCAS exams.

A new Department of Education Social Studies Framework is pending and we can expect significant changes in social studies by September, 2004. Along with the Assistant Superintendent, a team of teachers are working with a state-wide group to offer DOE guidance on its final version of the new Social Studies Framework. Burlington teachers will work this spring and summer on an updated scope and sequence reflecting the many changes in the State Framework. Due to time and budget constraints, these will not be implemented until FY05. This delay will allow for new materials to be purchased and for adequate professional development.

This is the third year of implementing a new fifth grade text for early U.S. History. Teachers continue to use grade four curriculum guides including India and China units developed by Burlington teachers in the summer of 2001. This year Burlington again partnered with Primary Source to strengthen studies in world history, including ancient civilizations, Islamic studies and African American history. In the spring and summer of 2002, nine teachers and administrators participated, and during the spring and summer of 2003 an additional eight teachers and administrators will participate in an intensive two-week travel-study opportunity to China. Their experiences support and strengthen teaching and learning about China in grades K-12. Over 57 Burlington teachers participated in graduate

level seminars, institutes, and other professional development programs that directly relate to social studies and English curricula.

Science grade level expectations are complete for grades K-5. The Science Center, along with teachers and an assessment consultant, designed grade level standards-based assessments for each content area studied. Comprehensive curriculum resource notebooks were distributed by the Science Center in the early fall to all grade K-5 teachers. Our natural science specialist studied dolphin behavior through a generous grant from Millipore and Earthwatch in 2001 and was able to use this experience to strengthen teaching of animal behavior in the intermediate grades in 2002/2003. At the middle school, science teachers completed alignment of grade level expectations to new frameworks and began to work on identifying new texts and curriculum resources, as well as common student assessments, that optimistically will be available in 2003/2004.

All curriculum areas at the high school again completed teacher expectation summaries at the start of school. These were distributed to all students and parents at the "Back to School" night in the fall. High school staff are also working on reaccreditation and the essential self-study reports required by the New England Association of Schools and Colleges, Inc.

Professional Development

The Professional Development Plan continues to be geared to meeting five goals:

1. Articulate and align local curricula with State Frameworks;
2. Align teaching with updated local curricula, and instructional practice, and assessment strategies that meet the needs of diverse learners;
3. Improve communication about student learning (curriculum, instruction, and assessment);
4. Provide support for effective (standard) procedures for the recruitment, selection and retention of highly qualified staff; and
5. Provide no-cost recertification professional development opportunities required by the Massachusetts Department of Education.

The system provides many opportunities for staff including full professional development days embedded

into the school calendar, a mentor program for new teachers, participation in the Teachers as Scholars program and our partnership with Primary Source. A number of sessions also continue to focus on technology. This year, with grant funding, we have technology projects anticipated for the spring and summer of 2003 integrating technology into the study of core literature in grades 2-8.

Other Highlights

- Last summer (2002), Burlington offered its third summer reading program for students entering grades 1-3, its second program for students in grades 4-5, and an MCAS prep program for high schoolers. Over 159 students enrolled in the elementary program and 29 in the high school program.
- The third year of the Youth Tech Entrepreneurs (YTE) program is underway and has been a success. Students are engaged in an array of learning experiences including providing support and serving as a resource to faculty, especially regarding web page design and technical support.
- Burlington is offering an innovative poetry professional development program for teachers, that also offers Burlington students the opportunity to work with a poet in residence over February, 2003 school vacation week.
- Marshall Simonds Middle School continued as a demonstration site, developing curriculum and teaching methods in science, with researchers from Harvard's Project Zero.
- Teacher-leaders at each of the elementary schools, along with specialists, have participated in a variety of student assessment professional development experiences. Ten members of the staff have been trained as trainers for classroom assessment literacy. Each elementary school has a student assessment study group that is working on ways to improve assessment practices and to set the foundation for eventually revising the student report card to correspond to new standards.
- Burlington continues to be a member of the *Teachers as Scholars* program, a professional development project for K-12 teachers involving Boston area school districts. The seminars are led by scholars from Harvard, Boston University, MIT, Brandeis, Simmons College, Wheelock College and other area universi-

ties. Thirty-four Burlington teachers are enrolled in *Teachers as Scholars* seminars in 2002/2003.

- Burlington also partnered with Primary Source for a second year; over 57 teachers and specialists have taken courses, seminars and participated in their special programs. Burlington hosted a five-part afternoon series on or about Islamic/Central Asia with Primary Source and Harvard University.

Respectfully submitted,

Katie Spinos

Assistant Superintendent

for Curriculum and Instruction

BURLINGTON HIGH SCHOOL

The year 2002 brought renewed energy and focus to Burlington High School as the administration, students and staff prepared to meet the state mandated MCAS graduation requirements and the revised standards for re-accreditation by the New England Association of Schools and Colleges. A significant number of staffing changes also occurred as the result of retirements and resignations.

Mrs. Christina Riley and Mr. George Ratkevich filled vacancies resulting from the retirements of long term Art teachers, Ms. Lorraine Sullivan and Mr. Philip Young. Other retirees included Mrs. Margaret Hallissey, Library/Media Specialist, who was replaced by Ms. Susan Kelley DiSanto, and Social Studies teacher Carolyn Weiser who was replaced by former Middle School teacher Joyce Grady. Mrs. Katherine Ackerman, Mr. Kevin Corrigan, Mr. Patrick Daly, Mrs. Cynthia McGrann, and Dr. Stacey Williams submitted resignations. Mrs. Jennifer Bailerlein and Ms. Deborah Bassett were granted leaves for the 2002-2003 school year. Joining the staff were Mr. Joseph Luke Day, Ms. Nicole Fuller, and Mr. Jason Lord in the English Department, Mr. Keith Stevens and Mr. Eric Sheagley in the Science Department, Ms. Katie McKiernan in the Social Studies Department and Mr. Joseph Attubato in the Guidance Department.

Following the retirements of Head Custodian Ron Danielson, Custodian Richard Griffin and Media Secretary Lori McMullen, George Gormady and Carla Ferraguto returned to the high school. Mr. John Middleton accepted the position of Music Coordinator K-12 following the resignation of Mr. Stephen Correia.

With the state requiring that all students pass the English Language Arts and Math sections of the 10th grade MCAS tests beginning with the Class of 2003, the high stakes nature of the MCAS became more evident. The passing rate of 97% for the BHS Class of 2003 led the Middlesex League in performance. Also impressive were the 10th grade 2002 MCAS results that indicated Burlington High School students scored above the state averages in the advanced and proficient categories on both the English Language Arts and Mathematics tests, with 89% of the students passing both tests.

Equally significant was the Massachusetts Department of Education Report of School Performance Ratings that showed Burlington High School scoring above target in both English Language Arts and Mathematics with an English proficiency index of 88.2% and a Math proficiency index of 80.4%. The Proficiency Index is the indicator for Massachusetts public schools that reflects the progress of students in attaining proficient status on the MCAS tests.

During July and August BHS again offered a summer school program to all incoming 9th and 10th grade students identified as at-risk of failing the 10th grade MCAS tests. Funding for the summer school program came from a Massachusetts Department of Education Success Grant.

Preparation for the re-accreditation process conducted by the New England Association of Schools and Colleges (NEASC) continued throughout the year and included revision of the BHS Mission Statement. Under the guidance of the NEASC, the high school began a self-study that involves the establishment of Standards Committees for the purpose of reviewing the school's mission, curriculum, instruction, assessment, leadership and resources. Surveys were also distributed to teachers, students and parents to assess Burlington High's attainment of the Association's standards.

In the spring of 2002, computer workstations were installed in every classroom at the high school. Plans were made to upgrade equipment in the two English computer rooms.

Re-structuring of the Guidance Department Chair's position into a Support Services Coordinator position allowed for changes in the course registration process. During the summer of 2002 the Guidance Department provided services to parents under the supervision of Mr. Thomas Imbriglio, the Support Services Coordinator. Mr. Imbriglio

worked with parents and students to eliminate course conflicts and to plan academic programs and schedules.

A community summer reading program was also established this year. The summer program culminated in a presentation given at the high school by two guest speakers who spoke about their experiences as children in a World War II Japanese-American internment camp.

Respectfully submitted,

Linda A. Hayes
Principal

ART DEPARTMENT

Burlington High School art students again received honors in the state and national Scholastic Art Exhibition. Sean Killilea and Jason Yeadon received *Gold Key* awards. Sean Killilea's Mohammed Ali poster went on to national competition. It was one of the 155 gold medal awards chosen from 15,000 *Gold Key* regional winners from across the United States and one of ten medals received by graphic design students in the national exhibit.

Danielle Burneika, Jason Griffith and Jackie Vigneau received *Silver Key* awards. Brian Estrela, Jason Griffin, Julie Leone and Lisa Shure received *Honorable Mentions*.

Gold Keys and an *American Visions* nominations were awarded to a collaborative computer graphics piece done by Robert Antonuccio, Debrah Bell, Julie Burns, Matt Dabrowski, Alan Porfert, Jackie Sorenson, Andrew Stewart, Ashley Verbicky and Borany Wogan. The collaborative computer graphic piece was also selected as the *American Vision* winner from Massachusetts and hung in the national show with the seventy-five other *American Vision* winners from the regional exhibitions. The same piece was additionally awarded one of the four White House Special Project *Woman in Leadership* awards.

In the spring of 2002 the department produced its twenty-ninth annual "Exhibition". Over 1,000 pieces of work were exhibited in the library and main lobby. The department again participated in the annual area high school exhibition at the Lexington Arts & Crafts Society.

Elyse Goldstein was selected to represent Burlington High at the fifteenth annual Art All-State Festival at the Worcester Art Museum. Burlington High was again a site for the regional interviews for the festival. All State is jointly sponsored by the museum, the Massachusetts Art Education

Association, the Massachusetts Alliance for Arts Education and the Massachusetts Directors of Art Education.

Graduating students were accepted at Mass College of Art, UMass Dartmouth and Lowell, RISD, Montserrat School of Visual Arts and the Art Institute of Boston.

The department continues to host visitors from the New England area interested in implementing computers in their art curriculum. The new lab, part of the long-range technology plan financed by Sun Microsystems, continues to provide students with exciting possibilities in the computer graphics field.

Most noteworthy this year was a significant change in art department personnel. After thirty-one and thirty-three years of service to the school and community of Burlington, Ms. Lorraine Sullivan and Mr. Philip Young retired from the profession. These two outstanding professionals were the last remaining art teachers who started at the current Burlington High upon its opening in 1973. Mr. Young was Art Department Chair for the past 20 years and was recognized as *Massachusetts High School Art Administrator*, 2002, by the Massachusetts Art Education Association. Both he and his wife, Ms. Sullivan, were recognized by the Massachusetts College of Art as *Distinguished Art Educators* at the commencement exercises. They continue to serve as members of the Boston Globe Scholastic Advisory Board. The talent and encouragement of these two teachers and the contributions each made influenced thousands of Burlington students.

Joining the art faculty are two experienced professionals with well-rounded art backgrounds. Mrs. Christina Chang-Riley teaches Painting and Drawing, Computer Graphics and our Foundation Design course. She earned a Bachelor of Fine Arts degree in painting from Texas Christian University and a Master of Art Education from the Rhode Island School of Design with high honors. Christina has taught at all levels of instruction from grades 1-12. She has presented diversity-understanding seminars to faculty groups and is a member of our school Tolerance Committee. She is an experienced grant writer and fundraiser seeking funds to promote visiting artists, Asian American studies and diversity leadership. Mrs. Riley is also a highly recognized Visual Artist with an extensive exhibition record. Her work has been published in **Here and Now: Contemporary Asian American Artists in New England** (Shinohara, Maya). She also worked as Curator for **Past Imperfect; Introspection and Renewal** (Cyclorama Boston Center for the Arts), and was highlighted in a video production **About the Arts: Christina Chang, Mixed Heritage Familiar Objects**. Her

reputation throughout the New England artistic community has made her a sought after juror of many shows including the Wang Center for the Performing Arts exhibit, **Art By Kids**.

Mr. George Ratkevich teaches Graphic Design, Computer Graphics and Photography. He attended Boston University where he earned his Bachelor of Fine Arts in Painting and a Master of Fine Arts in Studio Teaching, graduating magna cum laude. He is a published contributor and consultant for Davis Publications where he collaborated on an art textbook entitled **Exploring Visual Design: Studio Resource Binder**. Mr. Ratkevich has also exhibited his work in several galleries in the Boston area including a popular mural entitled *Petal & Leaf*, which was voted *Best Mural in Jamaica Plain*. His love of mural painting inspired him to start his own business in mural painting, web design and children's book illustration.



Burlington High School Teachers and some of the Lexington Art Exhibit participants: (Left to right –Back row) Jason Griffin, Holly Widtfeldt, Mr. George Ratkevich, Laura Greene, Jason Yeadon, Aileen Noonan and Mrs. Christina Chang-Riley, (Left to right-Front row) Mr. Wayne Little – Department Chair, Bonnie Graham, Nicole Russo and Mrs. Joanne Vigneau. -Photo by: C.D. Luther

Joanne Fogarty Vigneau is a veteran of the high school art staff. Her teaching responsibilities include instruction to most of the ninth grade Design students and all Ceramics and Sculpture students. She is a graduate of the Massachusetts College of Art where she earned a Bachelor of Fine Arts degree in Arts Education. She continued her studies at the DeCordova Museum and is currently matriculated at Northeastern University. A graduate of Burlington High School and popular resident, Joanne has been involved in many community activities. She has worked as a volunteer coach and Recreation Department leader.

Mr. Wayne Little was appointed the new Art Department Chair. Mr. Little has been with the Burlington system for 33 years and has taught photography at Burlington High for the past 22 years. This Burlington High School graduate (1965) was formerly an art teacher and Team Leader at Francis Wyman Middle School, served as President of the Burlington Educators Association, and has taken leadership responsibilities in many school related committees. Along with his teaching duties he continues to be involved with the Burlington Alumni Association, Communications Committee, Factathalon, Science Olympiad and Students For Environmental Action.

Respectfully submitted,

Wayne D. Little
Art Department Chairman

ENGLISH DEPARTMENT

The English Department again received good news regarding the performance of our tenth graders on the MCAS exam. Not only did 95% pass the exam on the first try; more significant is that student performance improved in all categories for the third straight year. Students scoring proficient and advanced ranges increased from 69% in 2001 to 78% in 2002.

BHS senior and class president, Taylor Bettinson, was named a winner in the National Council of English Writing Achievement Awards recently. Taylor's prize ranks him as among the very best young writers in the country and also earned the English Department a commendation for maintaining an excellent writing program for all students.

On the personnel front, three teachers joined the department. J. Luke Day, a graduate of West Point and University of Georgia, is teaching literature to upperclassmen. Nicole Fuller is teaching freshman English and creative writing; she was educated at Hampshire College and earned two master degrees from Simmons. Finally, Jason Lord, educated at Bates College and Tufts University, teaches Media Production and junior English. They replace Kathleen Akerman, Deborah Bassett and Patrick Daly.

Respectfully submitted,

Robert W. Casey,
English Department Head

FAMILY AND CONSUMER SCIENCE, BUSINESS, TECHNOLOGY EDUCATION AND YOUTH TECH ENTREPRENEURS

The **Family and Consumer Science** program consists of offerings in two areas, Child Development and Culinary Arts. The Child Development program continues its highly successful Pre-School program under the leadership of teacher Rosemary Bransfield. A select group of 65 BHS students are chosen from a large pool of applicants to work with Ms. Bransfield in the pre-school program for Burlington residents, which is offered in two sessions per day. Community demand for the program remains high with a perennial waiting list of applicants. The Foods program, with teacher Marjorie Arcand, continues to offer highly successful courses in Food Preparation, Professional Foods and Gourmet Foods.

Youth Tech Entrepreneurs (YTE) is now in its third full year at Burlington High with teachers Lisa Francescon and Bill Brown. Mr. Brown teaches one course in the program in addition to his regular duties as High School Computer Integration Specialist. Ms. Francescon teaches YTE, continuing to build on its past success with student community service projects; this year, for example, YTE students overhauled and upgraded the Burlington Schools web page as part of a class project. A number of YTE students held paid summer positions in the Town and with area businesses in the computer/technical field. The current group of 24 YTE seniors are now making post-graduation plans; we will be eager to follow their paths as leaders in business and technology fields.

The **Business** program offers a variety of courses under teacher John Hayes. Mr. Hayes has introduced a new course in Marketing, adding to a program with existing courses in Accounting, Business Law and Business Management.

Technology Education program is under the leadership of second year teacher, Mr. Joel Mascott. The High School currently offers courses in Woodworking, Applied Technology and Pre-Engineering technology.

Respectfully submitted,

Vincent P. McKay, Associate Principal

FOREIGN LANGUAGE DEPARTMENT

The Foreign Language Department offers a five-year sequence of study in French, Italian, Latin and Spanish. A four-year sequence is available in German. The department continues to work on updating its curriculum that is aligned with the Massachusetts Frameworks and the National Standards. This is accomplished by incorporating classroom activities with the use of technology in the Foreign Language Lab.

Eight students gained college AP credit having passed the Advanced Placement Examination in Spanish.

Several teachers have attended workshops and classes. Mrs. Maria Walton participated in Teachers as Scholars in January and February. In August, Mrs. Susan Price attended a course offered by Salem State College and Mrs. Rita DeBellis attended a workshop at the Semitic Museum at Harvard University in November.

Ms. Abigail Abbott is advisor to the Class of 2006. Mrs. DeBellis continues as advisor to the Latin Club while Mrs. Walton advises the Spanish Club. In March, during Foreign Language Week, both Mrs. DeBellis and Mrs. Walton organized a student trip to Francis Wyman School where members of the Latin and Spanish Clubs taught lessons to elementary school children.

Respectfully submitted,

Maria P. Walton

Foreign Language Department Head

MATHEMATICS DEPARTMENT

The math department continues to meet the needs of all student levels. This is accomplished by offering a wide variety of courses ranging from Advanced Placement courses such as Calculus and Computer Programming to Basic Skills courses in math and computers. This year a new course, Integrated Math II, has been added to help students pass the state mandated MCAS exam.

The Math League team had another successful year finishing first in their league and participating in the playoffs. The coaches are Jean Saxe and Fred Miksenas. The teams in the league are Arlington Catholic, Bedford, Wakefield, Woburn, Stoneham, Somerville, and Minuteman. Two of the captains, Lauren Chikofsky and Nishtha Soni, have already been accepted at MIT and Harvard.

Many math teachers, such as Len Connolly, Jean Saxe, Ed Chapdelaine, Ross Paine, Marlin Kagan, Jan Sykes, John Nolan, Bob McCarthy, April Strickman, and Jim Curtin have attended workshops or courses to keep abreast of current trends in math. These have included NCTN conferences, AP workshops, MCAS workshops, and college courses.

A number of courses have been upgraded with the use of technology. A new math computer lab is used six periods a day.

Respectfully submitted,
James P. Curtin
Math Department Head

HIGH SCHOOL PUPIL SERVICES DEPARTMENT

The High School Pupil Services Department has worked to meet the diverse and complex needs of the high school student population. The Guidance Counselors, through the use of varied counseling techniques, work with students to identify and remediate problem areas as well as to help them develop appropriate educational/career goals and courses of action to achieve those goals. The program for special needs students continues to be effective in identifying learning problems while offering in-depth special needs support and academic diversity for those students with learning disabilities.

This past June, Mrs. Cynthia McGrann resigned her position as Guidance Counselor at Burlington High School. Mr. Joseph Attubato has assumed the Guidance Counselor position vacated by Mrs. McGrann's resignation. In addition, Mr. Thomas Imbriglio was appointed to the position of Support Services Coordinator at Burlington High School.

The Guidance Department hosted representatives from sixty-one colleges and technical schools who spoke to interested students regarding admission requirements, costs and financial aid information during conferences at the high school. The Guidance Department also cosponsored a regional college fair held at Reading High School that had representatives from over two hundred colleges and universities.

The 2002 Burlington High School Scholarship Program, affiliated with the Burlington Community Scholarship Foundation, produced highly successful results. One hundred seventy five donors contributed to the 2002 program. Three hundred thirty six scholarships, totaling \$296,825.00,

were awarded at the presentation ceremonies. Our deepest gratitude is extended to the local individuals, civic groups and business organizations that contributed to the scholarship program. Since 1988, four thousand eighty six scholarships totaling \$2,953,008.00 have been awarded to the graduates of Burlington High School.

The following is a profile of the Class of 2002:

Size of Class:	239 students
Number of Students	
Continuing Education:	217 or 90.8% of Class
Number of Students	
Seeking Employment:	20 or 8.4% of Class
Number of Students Entering	
Military Service:	2 or 0.8% of Class

Continuing Education Information:

Four Year Baccalaureate Programs:	176 or 73.7% of Class
Four Year Public Institutions:	86 or 36.0% of Class
Four Year Private Institutions:	90 or 37.7% of Class
Two Year Associate Degree Programs:	33 or 13.8% of Class
Two Year Public Institutions:	33 or 13.8% of Class
Two Year Private Institutions:	0 or 0.0% of Class
Educational/Vocational Non-Degree Programs:	8 or 3.3% of Class

2002 CEEB Test Summary:

218 students tested out of a class of 239 or 91%	
Mean Verbal Score: 497	Mean Math Score: 527

SAT I Cumulative Percentages (Percent of Students scoring at or above a given range):

	Verbal	Math
Above 700	3%	4%
Above 650	8%	11%
Above 600	16%	25%
Above 550	30%	44%
Above 500	51%	63%
Above 450	68%	79%

Of Scores In A Given Range:

	Verbal	Math
750-800	3	4
700-740	4	4
650-690	10	16
600-640	17	30
550-590	31	41
500-540	46	40
450-490	37	35
400-449	30	26
TOTALS	178	196

SAT II Mean Scores:

Writing: 571 Literature: 543 Biology M: 574
 Math Level IC: 593 Math Level IIC: 638 Biology E: 600
 Chemistry: 599 American History: 586 Physics: 548

Three members of the Class of 2002 were recognized as National Merit Commended Students.

Three members of the Class of 2002 were recognized as Advanced Placement Scholars for their performance on the Advanced Placement Examinations. In addition, two members of the Class of 2002 were recognized as Advanced Placement Scholars with Honor and three students were recognized as Advanced Placement Scholars with Distinction.

MCAS Test Results Summary:

Beginning with the Class of 2003 all students must pass both the MCAS English Language Arts Test and the MCAS Mathematics Test prior to receiving a high school diploma.

**Testing results through October 2002
for the Class of 2003 are as follows:**

Size of Class of 2003:	212 students
Passed both the English Language Arts and Mathematics tests:	203 students or 96% of Class
Passed the English Language Arts test:	208 students or 98% of Class
Passed the Mathematics test:	203 students or 96% of Class
Scored either proficient or advanced on the English	146 students or

Language Arts test:	69% of Class
Scored either proficient or advanced on the Mathematics test:	131 students or 62% of Class

**Testing results through October 2002
for the Class of 2004 are as follows:**

Size of Class of 2004:	221 students
Passed both the English Language Arts and Mathematics tests:	197 students or 89% of Class
Passed the English Language Arts test:	209 students or 95% of Class
Passed the Mathematics test:	203 students or 92% of Class
Scored either proficient or advanced on the English Language Arts test:	173 students or 78% of Class
Scored either proficient or advanced on the Mathematics test:	115 students or 52% of Class

Respectfully submitted,

Thomas Imbriglio
Support Services Coordinator

READING

Consistent with the mission of Burlington High School, the reading specialist continues to coordinate all aspects of verbal skill support services in order to promote lifelong student learning. To assist students in the development of reading related strategies, the high school reading specialist provides testing, diagnosis, evaluation, consultation, and instruction to individuals, small groups, and classes. Referrals come directly to the office of the reading specialist from guidance counselors, classroom teachers, parents, and from the students themselves.

Respectfully submitted,

Robert F. Conceison
Reading Specialist

SCIENCE DEPARTMENT

The 2002-2003 school year has been a year of improvement for the Science Department. Students excelled in the

Advance Placement courses. Around 28 students gained college AP credit with 14 scoring a "5," the top grade. Overall the results in our four AP courses were outstanding: 90% passed AP Biology with an average grade of 4.1, 100% passed AP Chemistry, 75% passed the AP Environmental Science and several students got 5's in both areas of AP Physics.

Two students, Lauren Chikofsky, and Nishtha Soni, won honors in the National ACS Olympics qualifying exam.

Young Hall was used for a national satellite lecture series on the genome from the Howard Hughes Medical Center in December.

We hosted the American Chemical Society's "High School Teachers' Night," in October where over 125 teachers attended. Dr. Michael Tinnesan, ACS National High School Coordinator, presented a seminar, and there were four workshops. Dr. Carl Selavka of Massachusetts State Police Crime Laboratory was the keynote speaker on "Don't Get Your Genes in a Bunch: All About Forensic DNA Testing."

Dr. Nassiff continued his efforts on the State MCAS Assessment Committee in Science/Technology and is a consultant for the DOE in chemistry and physics.

The Science staff had some changes. Dr. Stacie Williams and Mr. Kevin Corrigan resigned, and two members joined our staff, Mr. Keith Stevens, physics, and Dr. Eric Sheagley, from the University of Oregon.

Dr. Sarah Longstaff received her Ph.D. in chemistry from the University of Connecticut.

Respectfully submitted,

Dr. Peter J. Nassiff, Chairman
Science Department

SOCIAL STUDIES DEPARTMENT

In October of this year, the Board of Education voted to make substantial changes in the state curriculum frameworks for Social Studies in grades K through 12. As anticipated, at the high school level, there will be a greater emphasis on United States History. The details regarding subject matter content, implementation schedule, and testing requirements are still being formulated by the Department of Education. The High School Social Studies Department will be using the next academic year to closely

monitor these changes and carefully formulate appropriate curriculum revisions to meet the new standard.

A new half-year elective course has been added to our curriculum this year. *International Studies*, as the course is titled, was conceived and created by Mr. Peter Halvorson of this department. Many of the upper classmen enrolled in the course this year have gained their interest in this topic through our popular and successful Model United Nations program.

Every member of the department was able to attend the 33rd annual Northeast Region Social Studies Convention, held in Boston, in March, because the days of the convention coincided with Burlington's system-wide staff development days. Our Social Studies teachers greatly appreciate the professional stimulation of attending dozens of different seminars, workshops, and teaching clinics. Many valuable teaching strategies and materials were obtained and shared with each other.

Several of our traditional fieldtrips were conducted, again, this year with unqualified success. The *Introduction to Law and Sociology* fieldtrips add a dimension to our courses that cannot be duplicated in the classroom. Regretfully, though, due to the aftermath of September 11, 2001, the annual spring fieldtrips to Washington D.C. (for *United States History* juniors) and the United Nations and Ellis Island (for *World History II* sophomores) had to be cancelled for obvious travel and security reasons. We definitely wish to restore these as soon as possible.

The delegate and alternate for Student Government Day, held on April 5 at the State House, in Boston, were Robert Conceison and Taylor Bettinson, respectively. The Daughters of the American Revolution "Good Citizen" Award was voted this year to Robert Conceison (nominated by the faculty and elected by the members of the senior class). Burlington's two delegates to Girls' State, held in June, were Pamela J. Coppola and Bonnie A. Graham. The Boys' State delegates were Taylor Bettinson and Robert Conceison. Matthew J. McPherson was chosen to be the recipient of the Middlesex County Bar Association's "Law Day" award.

For a third consecutive year, the Social Studies Department, in concert with Town Hall, has conducted a local Student Government Day in May. Student participants were members of the junior class elected from their United States History class. Thirty-three students filled the various

positions of town elected and appointed officials for that day. Mr. Robert Mercier, Burlington Town Administrator, continued his role as master of ceremonies at the opening Town Hall session. After several hours of "shadowing" their governmental counterpart, students were debriefed, presented with small mementos, and served lunch at the Dandelion Green Restaurant. Dr. Beaudry, Mr. Carr, Mr. Costa, Mr. Driscoll, and Mr. Hoyt were the United States History teachers that conducted the elections from their classes. They also made sure that the delegates reported back to their classmates on what they had learned about the daily functions of Burlington's town government.

Advanced Placement United States History exam scores were again outstanding this year. These talented Burlington High School students have earned our respect and admiration for performing so well on this highly competitive and demanding college-level exam. Much of the credit also goes to Mr. Carr for teaching the course for the first time with such impressive results.

There have been several staff changes during the year. In June, Mrs. Carolyn I. Weiser retired from teaching after thirty-five years of continuous and dedicated service to the Burlington school system. Miss Joyce Grady transferred from the Marshall Simonds Middle School back to the high school. Mrs. Jennifer Baierlein was granted a years' leave of absence. Miss Katie McKiernan was hired this summer to fill a one-year vacancy. Miss McKiernan comes to the Burlington Public Schools with four years of teaching experience. She obtained her BA degree from Boston College, honors program, in 1998, *magna cum laude*. She is currently enrolled in a Master's program at Boston College and has had extensive graduate training in a variety of related social studies fields. Miss McKiernan is very well qualified to teach the *Psychology* and *World History I* classes she has been assigned.

Respectfully submitted,

Jeffrey W. Hoyt, Chairman
Social Studies Department

ATHLETICS DEPARTMENT

The Burlington Athletic Department has had another successful year because of its wide variety of athletic programs and its ever increasing number of student athletes. The programs receive great support from the student body, the community, and the school administration.

The Third Annual Burlington High School Athletic Hall of Fame Induction was held on October 10th, 2002 and was another great success. The list of inductees included Benefactor, William "Doc" Duncan and Girls Basketball Coach, Dennis Thompson. The athletes included the 1978 Boy's Hockey Team and individual athletes: John Paganetti, Jay Pandolfo, Kevin Maguire, Paul Castraberti, Michele Santagate Ramirez, Jennifer Cochran Jennings, Kevin Connolly, Ron Travaglini, Richard Kennedy and Kevin McCafferty. The inductees were honored at the Marriott Hotel in Burlington.

This year, the Winter Sports programs had another encouraging year. The Boy's Basketball team was lead by Senior, Mike Colangelo and Juniors, Brian Ross and Bill Lyons, finishing 7 and 13. The Girl's Basketball Team was lead by Jessica Catanese and Kara Diggins, and they finished 17 and 4 meeting Central Catholic in States. The Boy's Hockey Team was lead by Senior Captains Paul Monaco, Ian Vigneau and Chris Doyle, and finished 6, 12 and 2. The Girl's Hockey Team lead by Cristy Smyth, Katie Reardon and Jen O'Connell, finished 4 and 16. The Boy's Gymnastic Team lead by Jourdan Marino and Todd Higden, finished a strong 7 and 1 season. The Girl's Gymnastic Team, lead by Jaclyn Vigneau finished with a record of 2 and 5. The Boy's Track Team led by Billy King, Matt McPherson, and Matt Daniels finished 4 and 5. Senior Captains, Stefanie Flynn, Nicole LaBombard, and Stephanie McCann led the Girl's Track team, finishing 1 and 8. Captain Doug Stevens led the Boy's Swim Team to a 3 and 5 record. The Wrestling Team, led by Senior Captain Brian Curtin, and Junior Captains Kevin McNeill and Mike Atlas, had a very successful season, ending with a record of 18 and 7. Mike Atlas was named Division 2 North Sectional and State Champion.

The Athletic Department's Spring program included the Boy's Baseball Team, this year led by Senior Captains Paul O'Meara and Matt McPherson, finishing with a record of 12 and 10. League All Stars included Ben Read and Dan Georgette. Softball had another outstanding season with a record of 19 and 4 and League Champions, which qualified them for the tournament. They lost in the third round. League All Stars included Stephanie Mason, Melissa Hanafin and Jacqui Riley. Lacrosse led by Eric Imlach and Chris Doyle finished 9 and 8 making it to the tournament and losing to Medfield in the first round. Boy's Tennis lead by Captain Matt Daniels and Rahul Parwani finished 6 and 12. Girl's Tennis was lead by Leigh Ann Pierce and Erica

Wong and finished with a record of 9 and 9. They lost to Central Catholic in the State Tournament. Boy's Track finished 7 and 2 lead by Captains Billy King, Sage Costa and Andrew Stewart. Billy King was named League All Star in the 200 meter, Jay Thorstenson in the 300 I.H, Marc Strout 800 and Christ DiDonato in Javelin. Senior Captains Jessica Catanese, Amy Alexander, Stephanie McCann, Erica Sheehan and Stefanie Flynn led the Girl's Track Team, finishing 6, 2 and 1. Jessica Catanese was League All Star.

The Fall Sports program started with the Football Team's 7 and 4 record, lead by Captains Rich Biagiotti, Matt DeRosa, and Kevin McNeill. League All Stars included Matt DeRosa, Rich Biagiotti, and Chris Prato. The Boy's Soccer Team, lead by Senior Captains Chris Sutherland, Peter Arsenault, and David Tromp finished 1, 12 and 5. Chris Sutherland was League All Star. The Girl's Soccer Team, lead by Anne Chandonnet, Joanne Ricardelli, and Bonnie Graham finished with an 8, and 5 record, qualifying them for the tournament. The Golf Team was lead by Mark Murphy and John Mooney finishing 1 and 8. Boy's Cross-Country, lead by Paul Nichols, Yianni Skourtis and Dan Fitzpatrick finished 1 and 8 and the Girl's, led by Beth Callahan, finished 1 and 8. Girl's Swimming and Diving finished 4 and 6 led by Michelle Kavalchuck. Field Hockey finished 1, 16 and 1, led by Jacqui Riley, Kristin Mahoney and Elizabeth Orgettas. The Competition Cheering Squad also had a great season finishing first in the Middlesex League Division II Competition. The Athletic Department would like to congratulate all the athletes.

The Athletic Department would like to recognize three individuals for contributing over and above to the athletic program. Boy's Gymnastics Coach Rick Hayes doubles as the Equipment Manager for all sports, doing a great job with the uniforms and equipment for all varsity and sub-varsity programs. Lynda Bannon and Amy Doughty, the athletic trainers, are a valuable asset to the program, caring for our injured athletes while keeping safety a priority on all fields of play.

Respectfully submitted,

Edward L. Gillis
Athletic Director

HIGH SCHOOL LIBRARY

The Joan F. Miles Library has a new head librarian. Margaret A. Hallisey retired after years of dedicated service to the students and faculty of Burlington High School. Susan Kelley DiSanto was hired in July 2002 to fill the position. Ms. Kelley DiSanto comes from an elementary and middle school background and is excited about working with and providing library/media services to high school students.

The School year began with reading and commenting on all summer reading projects. Posters and book jackets were displayed in the library and the foyer. A day was set aside for all students and staff who read *Farewell to Manzanar*, the book chosen to fit the school wide theme of Tolerance. Many students met in the auditorium with our guest speakers. A pizza lunch was then enjoyed by all.

In an effort to get to know the high school curriculum and collaborate with staff, the librarian met individually with many teachers. As a result of these meetings new book lists were created for specific projects and Internet "Hot Lists" were developed. These lists, as well as upcoming projects were given to the town librarian.

In working to comply with the NEASC standards for school resources for learning, and to align the library collection with the Massachusetts Frameworks, the library staff has added more than 1,000 new titles in both print and non-print formats, including video's and books on tape, periodicals, and online databases. The library staff hosted an Open House in December to showcase all new acquisitions for staff and administrators.

The librarian has an excellent, dedicated staff and the support of faculty and administration. She is happy to have the opportunity to work in the Burlington school district, to connect with the town librarian, and to continue to provide information literacy skills to the students, and faculty at the high school.

Respectfully submitted,

Susan Kelley DiSanto
Library Media Specialist

MARSHALL SIMONDS MIDDLE SCHOOL

Marshall Simonds Middle School continued to address the academic and developmental needs of 860 sixth, seventh, and eighth grade students in 2002. All students were challenged by grade level semester assessment exams and the well-publicized Massachusetts Comprehensive Assessment (MCAS) tests. The arts were not neglected as several hundred boys and girls participated in band and chorus activity, school assemblies, and the annual "Night of Vaudeville". Individual students were recognized for outstanding scholarship, citizenship, and special talents.

Technology continued to be an important area for emphasis at the middle school. PowerPoint presentations in health, the use of Alpha Smarts in family and consumer science, math, social studies, and language arts, the creation of a web page for teaching grade seven literature, lessons that integrate technology into finance lessons in grade six mathematics, and a wide range of web site assignments represent a sampling of current technology projects.

The M.S.M.S. Physical Education Department was awarded a Massachusetts Department of Education Adoption Grant called "Turn Up the Heat". HEAT stands for Health Education and Technology. The grant funded heart rate monitors, computers, software, and professional development. The technology included fitnessgram software and personal digital assistants for recording student progress on a daily basis, global positional satellite devices, a digital camera, and a multimedia projector. This technology initiative contributed to the selection of the Marshall Simonds Middle School Physical Education Program as the 2002 winner of the *Massachusetts Association for Health, Physical Education, Recreation, and Dance Quality Middle School Physical Education Program of The Year Award*.

The results of the 2002 MCAS tests were most gratifying. Students were evaluated in grade 6 math, grade 7 English language arts, and grade 8 math and history and social science. The number of students failing math decreased significantly, the social studies scores were among the highest in the state and over 81% of the middle school students tested in English language arts received proficient or advanced scores.

During the month of November, Marshall Simonds received a school performance rating report from the Department of Education. Performance and improvement rating for Massachusetts public schools and districts are

issued every two years. Ratings are based on student performance on MCAS tests. Ratings are used to track schools progress toward meeting the goal of all students achieving proficiency in English language arts and mathematics. The proficiency index for M.S.M.S. seventh and eighth graders in English language arts was 93.4 which is considered to be the very highest performance rating. The middle school mathematics score was 75.5, a moderate rating but considered to be above target in school improvement expectations. Marshall Simonds continues to place a high priority on MCAS improvement by aligning school curriculums with state curriculum frameworks, offering an after-school MCAS Prep course for eighth graders and extensively reviewing individual student scores, subject area sub scores, and comparisons of results from previous years.

Five middle school staff members retired in 2002. Virginia Cerrati-Bisson, who taught science for 35 years, Alan Ross, a teacher of science in grade six, after a career of 33 years, and Jacqueline Soltys, who taught art for 31 years. Tutors Marlene Rittenberg and Barbara Royds also retired after many years of dedicated service.

The middle school community was saddened to learn of the death of school maintenance worker Bill Spinosa in June 2002. Bill's 24 years of service to Marshall Simonds as well as other schools in Burlington was truly extraordinary.

Responsive parents, enthusiastic students, and a truly exemplary faculty and support staff will continue to coordinate their efforts to provide exemplary programs and a positive school environment.

Respectfully submitted,

Richard J. Connors
Principal

FOX HILL SCHOOL

Fox Hill School welcomed the following new staff members in 2002: Karen Pepoli, third grade teacher; Ann Burrill, permanent substitute; Kathryn Ford, kindergarten instructional assistant; and Melissa Torres, speech and language assistant.

June 2002 marked the retirement of Rosemarie Tranfaglia, a dedicated and talented educator in the Burlington Public Schools for over 35 years.

Fox Hill School was proud to be named by the Boston Globe one of the top 100 elementary schools in the Commonwealth of Massachusetts, based on MCAS results.

The Fox Hill School Council, comprised of teachers, parents, and community members met monthly in 2002 to identify needs and establish school goals, review the school budget, and create action plans for school improvement. The 2002 Fox Hill School Improvement Plan focused on: increased tutorial services and after school homework and writing programs; support for the *Reach for the Stars Program*, which provides resources for children and parents to implement the Fox Hill Code; completion of maintenance projects; and the support of technology initiatives and the Fox Hill School Website www.Burlington.mec.edu/FH.

Educational priorities for 2002 included: implementation of new spelling and handwriting programs at all grade levels; curriculum coordination and alignment at all grade levels; and the establishment of a school assessment team to create an assessment improvement plan.

Parents and children in the Fox Hill School Community are to be commended for their efforts in contributing to many worthwhile charitable organizations in 2002. Their generosity was responsible for significant contributions to People Helping People, Boston Community Schools, Coats For Kids, Project Bread, and the United Way.

The Fox Hill School Parent Teacher Organization deserves special recognition for the time, energy, caring and support they have devoted to Fox Hill School. The outstanding cultural and educational enrichment programs they sponsor, the generous gifts they donate, and the successful family activities they organize are most significant and valuable assets to our school.

Fox Hill School continues to make a strong commitment to the thorough implementation of the Burlington Public Schools Mission Statement and the Fox Hill Code, in an atmosphere of encouragement and respect.

Respectfully submitted,

Richard J. Benowitz
Principal

FRANCIS WYMAN SCHOOL

The year 2002 was a year of many changes for the Francis Wyman community. Mr. Paul Cabral, a long time Burlington Principal, retired after serving the town for 38 years. He was Principal of the Memorial Annex, Wildwood, and Francis Wyman schools. Gone, but certainly not forgotten, his legacy lives on with the "Artist in Residence" Program. In a tribute to Principal Cabral, our artist this year, David Fichter, who is an international muralist, created a beautiful mural depicting our theme, the "*Joy of Reading*".

There were changes in our staff this year. Mrs. Kathleen Burns was appointed the Principal of the Francis Wyman School after serving six years as the Assistant Principal; she hired Mrs. Irene Roque to fill the vacancy of Assistant Principal. Both the staff and the PTO hosted separate parties for the new Administrative Team.

Programs, activities, and studies continue to be implemented at the Francis Wyman School. Several reading initiatives were implemented with the continuation of the Guided Reading Program, completion of the Guided Reading Resource Room, a summer reading program and Family Math Night and Reading Scavenger Hunt.

A new Student Council was inducted this fall; it is comprised of fifty Grade 4 & 5 students whose focus is in serving their school, their town, and the worldwide community. Thus far, the Student Council has hosted a Halloween reception for the Longmeadow Seniors, donated over 2200 food items during a food drive for the Burlington Food Pantry, assisted in a used-toy drive, and performed a Holiday Presentation for the Burlington Senior Center and one for their school during the holiday season.

Also this fall, FW students participated in the Columbus Day Homecoming Parade that was sponsored by the Burlington Rotary.

An exciting event this fall was the filming of a documentary produced by and for Harvard University in conjunction with the Primary Source's programs. For six consecutive weeks, the Francis Wyman School hosted this weekly after school series on Islam. Approximately 30 Burlington teachers and staff members attended. It was part of the Professional Development, which is ongoing as teachers attend the "Teachers as Scholars" Program and the "Primary Source" sponsored programs.

Other ongoing activities include an "Assessment Study Team" chaired by classroom teachers Mrs. Janis and Mrs. Cummings. We continue to align the curriculum to meet the requirements of MCAS testing expectations. Small tutoring groups have been established to assist students needing extra attention. A "Writing Camp" was conducted this past summer by teachers Mrs. Sosnowski, Ms. Farmer, and Mrs. Babajtis. Approximately 50 students from Grades 1-5 attended. Stories were published, poetry was written, and original skits were shared with parents in a culminating celebration.

As always, the PTO continues to play an integral part in the programs at Francis Wyman. They give tirelessly of their time, effort, and generosity to support educational programs for our students. They are truly a valuable asset for all of us.

The Francis Wyman School Council has been an invaluable team that assists and identifies the needs of the school. This team that is made up of teachers, parents, and community members help to create an action plan for school improvement.

The Francis Wyman Community continues to be a hub of activity with exceptional support from the parents, the PTO, Central Office Administration, and the Burlington School Community. We are grateful to you all.

Respectfully submitted,

Kathleen A. Burns
Principal

MEMORIAL SCHOOL

2002 was a challenging and positive year for Memorial School. Although we lost our computer lab and music room due to overcrowding and lack of space, we have maintained very reasonable class sizes. At the same time, parents and guardians worked hard to get their children to school on time everyday. Our average daily attendance rate for the 2001 – 2002 school year was 95.8 percent. With effective student teacher ratios, a high attendance rate, a solid curriculum supported by good professional development, adequate materials and supplies, and a very strong work ethic, it is no surprise that classroom teachers and support staff at Memorial School were successful in addressing the individual strengths and needs of our students. Based on 2002 MCAS results, The Developmental Reading Assessment and other formal/informal indicators, Memorial School stu-

dents continue to achieve at high levels with the school on target relative to expected annual gains.

During 2002, Memorial School focused on the goals and objectives of the district's strategic plan.

Here are the district goals (in bold letters) with Memorial's achievements listed underneath:

Strengthening Burlington's Educational Program

1. Organized school-based design teams to analyze data, identify strengths and weaknesses, prioritize needs, and develop action plans.
2. Facilitated school representation on all curriculum review committees and focused professional development/training on district and school initiatives.

Student Learning and Standards Based Education

1. Identified specific areas of focus as defined by state standards and district initiatives.
2. Developed annual goals designed to address identified standards.
3. Worked with curriculum facilitators/coordinators and program directors to address identified goals.

Technology Integration

1. Identified and articulated technology integration as a priority goal.
2. Secured necessary software and hardware.
3. Technology specialist and classroom teachers developed projects and activities using technology to support core curricula teaching and learning.

Support Services and Management Operations

1. Maintained open communication within the school system and greater community through newsletters, the media, a web site, open houses, community activities and functions, and representative membership on the school council and PTO.
2. Continued to emphasize our relationship with local institutions of higher education and surrounding districts for the purpose of training staff and recruiting new teachers.
3. Worked with main office team to identify educational and operational needs. Arranged for financial support through local, state, and corporate funding.

Safety and Security

1. As a result of September 11th, reviewed and revised our Safety and Security Plan to address expanded concerns and scenarios.
2. Met with the staff throughout the year to review the plan, keep it fresh in people's mind, and make additions/modifications as necessary.
3. Conducted practice drills designed to address potential emergency situations.

Human Relations and Community Service

1. Revised school values and rules to promote treating others with dignity and respect.
2. Supported our values and rules with policies and programs designed to foster tolerance, kindness, and giving.

In the area of capital improvements, we renovated our cafeteria, refinished the stage floor, and completed the installation of coat cubbies in the primary grade corridor.

I would like to thank the Memorial School faculty and staff; our parents/guardians and friends, especially the School Committee, our PTO and School Council; the Superintendent and his administration; and, most important, the girls and boys of Memorial School. These people work very hard to make sure our school is a safe, pleasant, and interesting place to teach and learn. I am very grateful to them.

Respectfully submitted,

Robert Teel, Principal

PINE GLEN SCHOOL

The Pine Glen School had several major improvements over the past year. The "buy-a-brick" campaign to raise funds to renovate the school courtyard was very successful. A new brick walkway and new benches have been installed. This coming spring will see the planting of trees and various flowering bushes to complete a Chinese Scholar's Garden. This is a joint venture between the School Improvement Council and myself. In addition to the courtyard, all teachers' bathrooms in the school have been modernized. A new elevator is going to be installed in the building. The elevator will help us comply with our responsibility to be handicapped accessible.

Pine Glen had a veteran teacher retire in October, 2002. Mrs. Susan Mackey retired after many years of service to the Burlington Public Schools. We wish her many happy years of joy and prosperity in her future. Several new staff members joined our faculty this year. Mrs. Heather Gearin became the first grade teacher and Mrs. Kara Murphy is a kindergarten assistant with Miss Kathy Lawless.

The Pine Glen P.T.O. and the School Improvement Council continue to provide leadership and support to our staff and students. Funds for enrichment programs, field trips, reading corps rewards, student of the month stickers and teacher rewards are generously provided on a regular basis. The rapport that exists between the parents and staff is commendable.

Our teachers continue to work very hard to improve the curriculum and to motivate the children to do their very best in every endeavor that they encounter in their school experience. We continue to hold monthly preschool story hours for four year olds. We feel that this program is a great way to get new Pine Glen students ready for the transition to kindergarten. Every day brings new challenges and demands. All of us at Pine Glen try to do the very best that we can do.

Respectfully submitted,

Stephen E. Preston, Jr.
Principal

THE BURLINGTON SCIENCE CENTER

The Science Center continues its efforts in supporting Science in all Burlington Schools. Some of the exciting methods used to create an exciting Science Program this year were:

- The Science of Cats exhibit that featured full size mounts of a male lion, female lion, tiger and two leopards. Students had the opportunity to view the exhibit for a two-week period in each elementary school. The exhibit was also featured at the Burlington Public Library.
- The Science Center Staff along with a dedicated group of elementary classroom teachers produced a series of Assessment Tools to support the Science Curriculum. These efforts were designed to help create a standard base of science knowledge for all Burlington Elementary Students.

- Each fifth grade student was provided with a Science Center developed study guide for Science MCAS preparation.
- The Science Center continued many of its year to year Science Specials such as:

Chick hatching, Reservoir Habitat trips, Tide-pool Trips, Maple Sugaring, Solar Programs, Tadpole Raising, Static and Current Electricity Programs and a variety of exciting physical, earth and natural science classroom lessons.

- Live animal programs once again sparked the curiosity of students. Featured animals included: snakes, turtles/tortoise, owl, hawk, African gray parrot, hedgehog, doves, frogs/toads, ferret, chinchillas and a host of insects/spiders just to name a few.
- The Beaver lodge in the Burlington High School wetland area became a Science Center project. Working with Town Officials, SC staff was involved with the saving of the habitat for instructional purposes this spring. We are looking into working with an Eagle Scout to produce informational signage so that Town residents may enjoy and learn from this fascinating natural wonder.

Respectfully submitted,

John Papadonis, Wendy Pavlicek and Mary Lou McQuinn



Jessica Olin (grade 3) at Fox Hill School is filled with electrons from the Van de Graaf Generator in The Science Center's Static Electricity Program. The wizard of static electricity, Dick Linder is in the background.

COMPUTER APPLICATIONS/MEDIA DEPARTMENT

The computer and media staff has provided a wide range of services and curriculum support to all students, faculty and administration within the school district. We have seen several staff changes. Jim Haynie, our Network Manager for the past four years, took a position as the Computer Director in the Holbrook School system, and Peggy Hallisey our high school Librarian retired after fourteen years of service in the district. Lori McMullen, the secretary for the Computer and Media Services Director, retired in the fall after 23 years of service. These dedicated professionals were very instrumental in the success of our computer and media programs. Their influence will be felt for many years in the future.

This year, a major technical innovation to the school district was the full installation implementation of a district-wide phone system. Members of the computer staff worked with a town-wide committee to design and implement this very important communication system. The result has been an improved communication vehicle for both parents and teachers to use to support the educational process in the school. Phones were placed in every workspace and classroom, and each staff member has a voice mail account.

The elementary computer staff has worked very closely with their fellow teachers to provide support for the integration of technology into the curriculum at each grade level. This collaboration has led to many exciting projects including Power Point presentations, web-quests, multimedia projects and scores of other mini projects related to the core curriculum. The computer staff works with the technical staff to trouble shoot hardware and software problems.

The middle school computer staff has introduced Palm Pilot technologies, GPS activities, multimedia presentations and many long term projects. The computer staff works with staff for project planning and training by grade level, subject area and by special interest. The middle school computer staff and the middle school Physical Education staff implemented a successful state competitive grant award to create a model technology based Physical Education Program which uses computer based technology to assess a number of Physical Education activities to monitor and improve student physical fitness. The team also created a middle school health center, which uses technology to plan a program for improving physical fitness of all middle school students.

At the high school, computer equipment has been updated as part of a staged Technology Master Plan. The pilot project using a wireless networked computer lab for high school Social Studies has been very successful and many students benefit from this use of the technology. The High School Administrative Team has been using laptops to support the reaccreditation planning and data collection for the high school. The teaching staff has networked technology for use in their classroom at Burlington High School. Our YTE Technology Program has been expanded to include an advance course in networking. Planning for a new AP course in Java Net programming is proceeding. The Math Department has a new computer curriculum integration lab, which has been used to tutor and teach students who needed to be retested for MCAS math testing for graduation.

The Library/Media Services Department continues to support instructional learning with equipment, resources, increased Internet access and special project development. The media specialists, at each level, provide important expertise for selection, purchase and distribution of books, reading materials, research materials and direct support to all teachers and students to enrich their learning experiences. The Library/Media centers continue to provide Internet research services for students who seek direct assistance in locating materials on the Internet to complete reports and projects. The media specialists are a vital component for the mastery of research skills, an appreciation for reading, as well as the most knowledgeable source for media literacy within the school district. Each school provides unique opportunities to encourage reading and support the curriculum frameworks in all curricula areas.

The Media and Computer Department staff extends a heartfelt thank you to the townspeople for their continued support of this department to support the learning that takes place within the school district in every classroom and subject area.

Respectfully submitted,

Arthur Fallon

Computer/Media Services Coordinator

MUSIC DEPARTMENT

Many changes occurred in the music staff during the 2002 school year. Marshall Simonds Middle School saw the increase of Lee Beatty's position to full time. Middle School

Band Director and Music Coordinator Steven Correia resigned in October. Chris Holland was hired to take over his teaching responsibilities while John Middleton was appointed as the new Coordinator of Music. Amanda Hird was hired as a part time elementary general music teacher to assist in the enrollment increase at the Fox Hill School.

As usual, the year was filled with musical performances at all grade levels. Young performers from the Francis Wyman School presented concerts in March and December under the direction of Jack Butler and Kerry Gendron. At the Pine Glen School, Susan Lavoie presented her students in performances in May and December. At Fox Hill School, Jeanne Coroniti directed concerts in May and December. Elementary instrumental instructors Kerry Gendron and Mark Napierkowski directed bands at all elementary school performances.

Students at the middle school were featured in concerts in January and May. Throughout the year, young musicians made their presence felt at many other M.S.M.S. activities such as scholar's brunches, team assemblies, and the annual Vaudeville Show. Vocal teacher Donna O'Neill started a new acappella singing group that impressed many audiences. The group recorded a compact disc and performed at the Woburn Mall and other locations. A band awards banquet was held in May to celebrate the achievements of all M.S.M.S. instrumentalists.

The B.H.S. Band, under the direction of Matthew Lovell, enjoyed a full performance schedule during 2002. The year began with a recruitment concert for M.S.M.S. eighth graders on January 21. The B.H.S. Band performed in evening concerts in March, May, and December. The band also participated in the Memorial, Halloween, and Veteran's Day Parades, the Salem High School Invitational Band Show, school assemblies, pep rallies, and the high school graduation ceremony.

This fall the music theory lab was refurbished with new equipment. The Theory I, II, and III classes produced their sixth annual compact disc, "Theory is Life".

B.H.S. choral groups performed in concert under the direction of John Middleton in March, May, and December. The chorus performed in a fall concert, delighted the senior citizens with a performance, and provided entertainment for the Rotary Club holiday luncheon. The group performed at the Great East Festival in Agawam winning silver and gold medals. The chorus students played major roles in

this year's musical, "Fiddler On The Roof". In June, an awards banquet was held to recognize the accomplishments of all band and chorus members.

The music department wishes to thank the community for its continued support of our programs.

Respectfully submitted,

John A. Middleton
Music Coordinator

SUPERVISOR OF ATTENDANCE

The function of the Supervisor of Attendance is the enforcement of the Department of Education regulations pursuant to compulsory school attendance. Children between the ages of 6 and 16 years are required to be enrolled in a public, private, or school committee approved home-schooled program. Daily attendance is monitored. Telephone contact is made with the home when notification of absence by the parent has not occurred. Habitual tardiness and absenteeism result in further intervention by the administration and appropriate action is taken. Parents are encouraged to help their children maintain regular and timely attendance so necessary for the achievement of academic success.

Students between the ages of 14 and 18 years seeking part time employment may obtain employment permits from the Office of Pupil Services. Permits are issued specifically for the work positions stated on the certificate. When a student seeks another position, a new permit must be obtained. It is the responsibility of the Supervisor of Attendance to maintain records pursuant to student employment. The Department of Labor and Industries publishes a booklet providing information relative to child labor laws affecting student employment. Copies of these booklets are available to students in the Office of Pupil Services.

The Burlington School System participates in the National School Lunch Program. Eligibility for the program is determined by income guidelines published by the Federal Government. Any student attending grades K-12 may make application for free or reduced priced meals. These applications are available at the schools. Applications are accepted and processed at anytime during the school year.

The Department of Education requests that Spring and Fall Statistical Reports be filed each year. As a result of the changes in both state and federal law, there has been a significant increase in the amount of data that the school department must submit on an annual basis. With the implementation of No Child Left Behind, there will be an even greater increase in federal requirements for information.

Respectfully submitted,

Monica J. Curtin
Supervisor of Attendance

SCHOOL NURSES

The school nurses continued to meet the challenge, maintain high level of competence and provide skilled nursing care to the children in Burlington Schools. Each school employs a full time registered nurse, and we practice in accordance with the Board of Registration in Nursing and Massachusetts Department of Public Health guidelines. Basic school health services typically include health assessments (both population based and individual), care of children with special health care needs, administration of medication, emergency care, health education and management of communicable diseases.

The 2002 school year brought about changes for the school nurses. Leslie Hunter, RN, BSN replaced Elizabeth Murphy as the Memorial School nurse. We thank Mrs. Murphy for the expert care and professionalism she shared with the students and staff of Burlington Public Schools, and wish her a wonderful retirement.

The following is a summary of the services that were provided during the school year:

Health room visits by students:	47,331
Health room visits by staff:	2,017
Student dismissals:	2,123
Health counseling and education provided to parents and students:	5,940
Medication administration:	14,623
Individual Health Care Plans implemented:	29

Screening for health problems, specifically hearing, vision, height, and weight were conducted for all children in kindergarten through grade twelve. Children in the elementary and middle school were screened for head lice. This is

an important component of our school health program, and designed to detect previously unrecognized conditions or illness as early as possible in order to provide early intervention and limit potential disability. Children in grades five through nine were screened for scoliosis. The following were referrals for further evaluation.

Hearing:	79
Vision:	102
Scoliosis:	32

The Hepatitis B vaccine was administered to 110 children at the Marshall Simonds Middle School. Our thanks to Judy Baggs, the Public Health Nurse and to Mr. Connors and Mrs. Abati for their assistance.

Classroom teaching, concerning such topics as puberty, hygiene, handwashing and head lice, were conducted. Nurses also served on several committees, such as School Accreditation, Drug and Alcohol Task Force and Emergency Response Team, School Counsel, Mental Health Response Team, and Crisis Intervention Team.

As always, we thank the Administration and School Committee for their recognition and words of appreciation on School Nurses Day. We look forward to another school year and the opportunity to serve the students, parents and staff with expert nursing care.

Respectfully submitted,

Paula A. Hayes, RN, MSN
Supervisor of School Nurses

SCHOOL PHYSICIAN

All the regular physicals and the sports physicals for the high school have been completed. The physicals for the middle and elementary schools will take place in the spring.

All the students were courteous and orderly during the physicals and I thank them. My thanks go to all the nurses and trainers for organizing and coordinating the student physicals. This difficult task ran smoothly because of their efforts.

Congratulations to the football team and their coaches for the best year of football that I have seen in my 18 years with the school department. Their determination and stamina under pressure and stiff competition was an inspiration to all of us as well as future generations of football players.

My appreciation goes to the trainers for their assistance during the home games.

As always, my gratitude goes to the school department for giving me the opportunity to serve as their school physician these past 18 years.

Respectfully submitted,

Gary L. Goldfarb, M.D., F.A.A.P.
School Physician

BUILDINGS & GROUNDS

During the past year the Buildings and Grounds Department completed improvements to the Food Service Department and security improvements to all elementary schools.

A new ceramic tile floor was installed in the serving area of the Burlington High School cafeteria replacing an original installation. At the Fox Hill School a new commercial dishwasher was installed in the kitchen. A May 2002 warrant article funded both improvements and work was completed by September 2002. Card access door security hardware has been installed at all elementary schools completing the installation of this security measure. Designated doors at all schools now allow access to staff during specific times and limits access to others to front entrances or other designated doors. This also was funded by a May 2002 warrant article and completed by years end.

The Buildings and Grounds Department had three retirements during the past year.

Retiring were Ron Danielson, Senior Custodian at Burlington High, Richard Griffin, Building Custodian at Burlington High, and David Gardner, Building Custodian at Marshall Simonds Middle School. The combined service to the Burlington School Department for these three individuals exceeded one hundred years. Their dedication, hard work and willingness to make the School Department a better place for learning will be sorely missed. We wish them the best in their retirement.

The Burlington School Department buildings continue to see significant improvements through the support of the School Committee, Ways & Means, Capital Budget, Town Meeting Members and numerous Parent Teachers Organizations. The students and staff can continue to look forward to a safe and clean educational environment. The Buildings and Grounds personnel thank those involved for

their past and future support in our effort to make the Burlington School Department a showcase for all users.

Respectfully submitted,

Craig Robinson, Director

SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT



Shawsheen's coaches and representative athletes show their pride and pleasure in winning the 2002 Walter Markham Memorial Award.

First row, from left, kneeling: P.T. O'Connor, Tennis; Derek Vacca, Football; Kyle Sella, Golf; T.J. O'Leary, Boys Soccer. (Photo taken by Barbara Parente)

Middle Row left to right: Tom Tringale, swimming; Stefanie Strazzere, Girls Soccer; Ashley Morgado, Girls Basketball; Mike Gore, Football; Arelis Cardona, Volleyball; Chris Lucas, Cross Country; Adam Lucas, Spring Track; Jenn Elwell, Softball; Jeff Paquette, Hockey; Kevin McCauley, Baseball; Brian Gird, Wrestling.

Back Row left to right: Chet Flynn Volleyball; Anthony Fiore, Swimming; Jack Viveiros, Girls Soccer; Ken Gabriel, Assistant Athletic Director; Tom Gagnon, Cross Country and Spring Track; Roger Bourgeois, Boys Basketball; Al Costabile, Football; Ron Nowakowski, Athletic Director; Charles Lyons, Superintendent-Director; Peter Back, Golf and Tennis; Bill Ritchie, Girls Basketball; Bill Gordon, Hockey; Kevin Bloom Baseball; Mark Donovan, Wrestling; Richard Barriss, Boys Soccer.

The Shawsheen Valley Regional Vocational/Technical High School District is pleased to submit its 2002 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 33rd anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

A ten-member elected School Committee governs the District. Elected representatives of the Regional School Committee are: Mark Trifiro and Donald Drouin from Bedford; Kenneth L. Buffum, Vice Chairman, and Bernard F. Hoar, Treasurer, from Billerica; John P. Miller, Chairman and Alfred Verrier from Burlington; J. Peter Downing and Patricia W. Meuse from Tewksbury; and James M. Gillis, Secretary and Robert G. Peterson from Wilmington. Charles Lyons has been Superintendent/Director of the District since 1987.

Shawsheen Valley Technical High School (SVTHS) is one of twenty-six regional vocational technical school districts in Massachusetts. Eleven hundred and ninety-two high school students were enrolled in SVTHS's day school programs in October of 2002, and more than 600 adults participated in the school's varied adult and continuing education courses.

The high school graduating class of 2002 numbered 244 seniors. By September of 2002, forty-three percent of Shawsheen Tech graduates were employed in their area of expertise; forty-two percent of the graduates were pursuing higher education; five percent were entered into the military forces; and six percent were employed in other trade areas.

Academic Programs

MCAS Performance: In the spring of 2002, 87% of SVTHS's sophomores passed the English Language Arts (ELA) MCAS test, improving the 78% passing rate of the preceding year's tenth graders. In fact, the 87% mark, which ranked highest among all Massachusetts vocational technical high school passing rates, significantly exceeded the Department of Education's expected improvement for SVTHS. Both the number and percent of the school's students who scored within the "Advanced" range on the ELA MCAS test were also pre-eminent among all statewide vocational-technical populations. SVTHS's regular-education population passed the ELA MCAS test in record numbers, exceeding the state's regular-ed passing rate by five percent. Similarly, this school's learning-disabled (LD) population improved all previous ELA MCAS performances, exceeding the statewide LD passing rate by eleven percent. Ninety-three percent of all students in the Class of 2003 had passed the ELA MCAS by January of 2003.

By January of 2003, 76% of the Class of 2003 had passed the math portion of the MCAS test. SVTHS is very optimistic with the math performance on the December 2002

retest and is projecting that most of the students scheduled to graduate with the class of 2003 will pass the math after their fourth attempt at fielding the test.

Academic Support Services: Supported by supplementary funds secured by grants awarded by the Department of Education, academic support services were expanded in order to assist students prepare for MCAS testing. One-on-one tutoring sessions were made available before, during, and after school. Special MCAS math sessions were well attended on Saturday mornings. An MCAS writing lab was added to the Applied Math program and was offered four days a week during the summer session. Student surveys revealed extremely enthusiastic reaction to the extra help sessions. Post testing has indicated significant improvement in math and writing proficiencies of those students who took advantage of those MCAS help sessions.

Faculty Job Satisfaction: A survey conducted during professional workshops held in early January revealed unanimous job satisfaction among SVTHS teachers. The teaching staff attributed job satisfaction to collegiality, professional respect, excellent (especially technological) teaching resources, fair salary and benefits, valued administrative support, and well-behaved and enthusiastic students.

World Language Course Offered: In September of 2002, SVTHS expanded its academic offerings with the addition of an evening Spanish elective taught by Mrs. Kathleen Kelley, a certified world-language teacher and a member of the Westford Academy faculty. Instruction to SVTHS students is scheduled on Tuesdays and Thursdays from 7- 9:00 p.m. Spanish I is offered during the first semester, and Spanish II is offered during the second semester.

Twenty-five students recently completed this class during the fall of 2002 and plan to continue their language studies in Spanish II during the spring of 2003.

Performing Arts: During the 2001-2002 school year, SVTHS celebrated a rebirth in the area of performing arts. The Drama Club was reactivated under the energized leadership of Drama Club Advisor, Angela Caira. In early June, "A Broadway Review" was performed to a packed house in the Billerica Memorial High School Auditorium. The two-hour musical medley included hits from *Annie*, *42nd Street*, *West Side Story*, *Phantom of the Opera*, *Les Miserables*, *The Sound of Music*, *South Pacific* and *Grease*. SVTHS students exhibited their talents in choreography, vocal performances, stage design, and lighting.

Recycling: The Student Council — under the direction of Ellen Mountain, Council advisor and member of the English Language Arts faculty — initiated a school recycling program during the school year. The group maintains fourteen recycling bins in locations throughout the school. Students and their advisor sorted, collected and deposited all recycling materials during homeroom period and after school. Participation in the recycling effort expanded to include recycling printer cartridges in addition to paper products.

Athletics

The athletic program was honored with the Walter Markham Award, presented annually by the *Boston Globe* in recognition of the most successful vocational-school athletic program in the Commonwealth. This is the second time in four years SVTHS has received this prestigious award.

Over 350 students participated in interscholastic athletics, capturing Commonwealth Athletic Conference championships in boy's soccer, football cheerleading, ice hockey, basketball cheerleading, softball, and baseball. Boys' soccer, girls' soccer, girls' basketball, ice hockey, boys' basketball, baseball, and softball qualified teams for state-tournament play. The softball team won the state vocational title. The baseball, boys' soccer, and wrestling teams also qualified for the state vocational tournament.

In addition to these outstanding teams, SVTHS athletics developed pre-eminent individuals. Jennifer Elwell of Tewksbury and Scott Wiitala of Billerica were selected to the *Boston Globe* and *Boston Herald* All-Scholastic softball and wrestling teams respectively. Scott was a Division I State Champ in wrestling. Ashley Morgado of Wilmington became a 1000-point scorer in girls' basketball.

Building and Grounds

Energy efficient lighting was installed in all computer rooms, the gymnasium, and library, the Internet technology shop, the technical illustration shop, and the business technology shop. This new lighting was entirely funded by a grant from the Massachusetts Electric School Initiative Program.

The plumbing students installed a new Americans-with-Disabilities-Act specified interior bathroom.

Extensive repairs were made to windows and doors. All exterior single pane windows were removed and replaced with double thermo pane windows. Replacement doors and

window fronts were added to the four main entrances of the school. The Kalwall around the gymnasium and pool was replaced. A new roof was installed above the pool, and the exterior façade of the building was painted.

Adult Evening School: The Adult Evening School continues to offer a wide variety of opportunities to adults interested in expanding their knowledge and skills. More than thirty courses are offered during both the fall and spring semester. The enrollment in these courses has exceeded six hundred adult learners during the past year. Course offerings include a variety of traditional vocational programs such as welding, electrical, woodworking and collision repair as well as technical programs in Adobe Photoshop, web design, computer repair and computer applications. Residents interested in taking these and other types of practical courses are encouraged to call Mr. Raymond Callahan, Adult Education Coordinator at (978) 667-2111 for information and/or a brochure.

School of Practical Nursing: The School of Practical Nursing graduated a class of thirty-one Licensed Practical Nurses during commencement exercises in June for its eighth graduating class. Since its inception in September of 1994, a total of two hundred fifty-seven students have successfully graduated from this program and have gone on to rewarding careers as licensed practical nurses. This intense ten-month program offers qualified adults a combination of evening coursework and clinical externship experiences that prepare aspiring healthcare professionals for the licensed practical nurse exam. The significance and benefit of this valuable program to the community is magnified by the extreme shortages of qualified healthcare professionals that exist both locally and nationally. Residents interested in applying to the LPN program are urged to contact Assistant Director Patricia Noonan at (978) 671-3646.

Middle School Career Awareness: Over 350 middle school students from the sixth, seventh and eighth grades of the five district towns participated in career awareness activities at SVTHS after school during the winter of 2002. Each student was provided with the opportunity to spend a total of five hours exploring each of eleven different career path options encompassing the manufacturing, transportation, services, information technology and construction industries. Mr. Mark Small administers this program. He can be reached at (978) 671-3615 for registration information. The program is free of charge and is available for district middle school students. Busing is provided by SVTHS.

Tech Prep: SVTHS is very proud of the articulation agreements that it has developed with nine local colleges. Through the nationally recognized "Tech Prep" program, these agreements provide qualified SVTHS students with the opportunity to receive college credit for coursework completed prior to high-school graduation. Students receive post-secondary credit when they matriculate into a degree program at one of these institutions. These "Tech Prep" articulation agreements serve to further develop career paths for our graduates, maximizes their interest in obtaining advanced degrees in their vocational-technical areas, and assures that they are engaged in a post-secondary educational career path that is both relevant and rewarding.

Summer School: SVTHS offered sixteen courses to one hundred and sixty-seven students from surrounding towns and school systems during the summer of 2002. Courses were offered in Numeration and Data Analysis; Geometric Functions and Relations; Algebra 1; Algebra 2; Geometry; English 9, 10, 11, and 12; U.S. History; World History (Civilization); Lab Physical Science; Lab Biology; Earth Science; Physical Education; and Health. In addition, developmental and remedial instruction was offered by certified Consulting Teachers of Reading using traditional and technologically-assisted instruction. Individuals seeking summer-school information should contact the Dr. Robert Kanellas, the Summer Coordinator, at 978-671-3631.

Computer Services

Mr. Michael Sullivan, Director of Computer Services, and his staff implemented a new web-based and staff friendly Student Information System from IMG Software called iPASS. All student-information records from the old system were migrated to the new system. Academic student scheduling, as well as ninth grade exploratory scheduling, was successfully completed for the start of the school year. The comprehensive system also includes an on-line daily attendance system, on which teachers complete daily attendance from their homeroom. The Dean's Office was provided with a new module for tracking all student discipline events. Teachers have access to students' biographical, grade, attendance, and discipline information from any computer in the school. At the conclusion of the first marking period, teachers entered all grades on-line and printed verification sheets. A new and more concise report-card layout along with a new student transcript was also developed.

Mr. Scott Ialuna was hired as the Network Administrator in the Computer Services Department. The computer staff worked on network system improvements during the summer that included better response time for logons, a new application server for the mathematics department, and a new backup system. At the end of the year, the Computer Services Department upgraded their electrical service to better support the current offerings as well as provide for anticipated growth.

In July, SVTHS received a grant from the Sun Microsystems Foundation for equipment valued at \$155,000. The Computer Services Department will apply the grant to the establishment of a new Unix lab. In addition, the Internet Technology and Computer Services staff is enrolled in an instructor-training program through CISCO Academy – which, in turn, will enable SVTHS students to participate in the Unix Certification program in 2003.

In the fall, the Computer Services staff installed three new application packages for the mathematics department and upgraded the computer labs to utilize the packages. The mathematics packages were Plato, Success Maker 5.4, and Sketchpad. The Computer Services staff also updated one mathematics classroom and two special education classrooms with new computers to support the new software.

Dean of Students

The Dean's office, through the efforts of Ms. Christine Tobin, is coordinating Project 540, a nationwide initiative involving 250 high schools designed to encourage and engage young people in active citizenship. This project is made possible by a grant from the Pew Charitable Trusts. Project 540 brings students, teachers, and administrators together to explore how high schools can become better platforms for young people to get involved in the public life of their communities.

Another project coordinated by the Dean's office and Ms. Tobin is an awareness group related to teen dating violence. This group will broaden students' understanding of dating violence, and student trainers will be able to effectively communicate to their peers important safeguards for preventing such violence. The group meets weekly before school and once a month after school to discuss issues of prevention and to raise consciousness in regard to this important topic of concern.

Guidance

Admissions: Three hundred and twenty of four hundred and sixty ninth-grade applicants enrolled in the fall of 2002. These statistics represent an ongoing trend of increased interest in the educational opportunities offered at SVTHS – which, during the past three years, has resulted in the steady growth of the school's admission waiting list.

College and Career Planning Night: In early November, SVTHS hosted a college and career planning night for juniors and seniors. In addition to SVTHS students and their parents, invitations were extended to eleventh and twelfth-grade students of the five District towns. Over 450 people attended.

This effort was supported by thirty-one local colleges, a cross section of the industrial community, and personnel representing the various branches of the Armed Forces. A representative from the Massachusetts Educational Financing Authority (MEFA) presented a comprehensive overview of the financial aid process as well as multiple resources to assist students and their parents in obtaining financial assistance.

Cooperative Education Program: In the fall of their senior year, eligible students begin employment as either apprentices or cooperative interns with local companies during their vocational/technical week. In December of 2002, eighty-seven seniors were enrolled in the Cooperative Education Partnership, gaining valuable experience with area companies. Over 250 area businesspersons serve on Shawsheen Tech's Craft Advisory Committee, monitoring and ensuring up-to-date curriculum, equipment, content and technology. The local businesspersons meet twice each year with SVTHS administrators and are among the first to hire graduates from school programs for which they actively serve as consultants.

School Council

During the 2001-2002 school year, the School Council, co-chaired by Assistant Superintendent-Director/Principal Robert Cunningham and parent Nancy Higgins, reviewed and recommended the initial school budget prior to submission to the School Committee and endorsed a new School Improvement Plan that enhanced curriculum standards, students' attitude for success, guidance services, communication, parent involvement, computer applications, professional development, and building needs.

Technical Programs

Effective July 1, 2002, John Lavoie joined Shawsheen Tech as the Director of Vocational/Technical Programs. From 1973 until 1996, Mr. Lavoie was employed at Greater Lawrence as a Carpentry Instructor in both shop and related settings. He later served as Chairperson of the Carpentry Department. He coordinated house-building projects and served on many school improvement committees. For the past six years, Mr. Lavoie has served as the Construction Cluster Chairperson at Greater Lowell Regional Vocational Technical School.

Air Conditioning & Refrigeration (ACR): ACR's shop environment has been upgraded with the addition of a newly painted mezzanine and new windows. Both have contributed to a brighter, more open and safer learning environment. New workstations have also been designed and constructed to facilitate troubleshooting activities as part of the curriculum. In addition, the twelfth-grade curriculum has been revised to include a new software program called WrightSoft, which is used to calculate heat loss and heat gains. The ACR program continues to train its students on the latest refrigeration and heating equipment, an effort facilitated by the donations of its advisory committee members.

The ACR program trains its students on real, live work and provides support to the maintenance staff through its maintenance curriculum. As a result of this program, the following projects have been completed:

- Installation of a central air conditioning unit in two science labs.
- Installation of an air conditioning and heating unit in the automotive-related room.
- Installation of a 36" ventilation duct in the automotive shop.
- Installation of two 4-ton air conditioning units in the electronics shop.
- Installation of two air conditioning and heating units for the field house.
- Installation of PVC condensation drains for the rooftop air conditioning units.
- Design and installation of a 40' x 4' exhaust hood in the metal fabrication shop.

Auto Body: The Auto Body program is certified by the National Automotive Technician Education Foundation (NATEF), whose single mission is to improve the quality of

automotive service and repair. When the new automotive computer lab is completed, auto body students will be able to access the NATEF curriculum on the Internet, keeping students current with the latest automotive technology. Based on the advisory committee's recommendation, the auto body program is developing an electronics component, a curriculum modification necessitated by the many electronics in new vehicles.

Automotive: The Automotive Department is in the final phase of renovating and upgrading its related theory classroom. The necessary upgrading of the electrical wiring to accommodate its state-of-the-art computer system has been completed. In early January, the students will have access to a program called Automotive Information System using one of twenty Internet-ready computers at their desks. Automotive Information System is an unlimited curriculum and resource for safe auto repair instruction, technical information and the latest updates on specific jobs. The program also allows teachers to obtain lesson plans for job-specific repairs and repair data for every car used for demonstration or service.

The newly renovated related classroom includes many instructional aids, including engine mock-ups, parts displays, posters and even a full-size break away car — all of which are important elements of formal related instruction supporting students' visual connections to, understanding of, and interest in theory instruction.

Certified by the National Automotive Technician Education Foundation (NATEF), the Automotive curriculum, equipment and tools meet the required standards. All instructors in the program are Automotive Service Excellence (ASE) certified expert technicians and are committed to maintaining state-of-the-art knowledge and skills. As a result of their commitment, students are prepared to meet the standards of a constantly changing industry.

Business Information Services: The supervised externship program, which was implemented last year, continues to be a success. Students are gaining important office skills and provide support and needed help to area town facilities during a time of fiscal restraints. Many of last year's seniors have continued in their positions as full-time employees at the various local businesses and town facilities.

After its design is completed by SVTHS drafting students, the business labs will be renovated to meet the industry technology standards. Changes will include infra-

structure, equipment, and furniture. The completion of the project will provide students with a safer and improved learning environment.

As a result of advisory recommendations and faculty initiative, the curriculum was revised to support students' Microsoft Office certification. Marketing competencies have also been added to the tenth-grade curriculum this year to expand students' post-graduation opportunities. These competencies are developed through the operation of the school store and handling the compilation, collection and distribution of the morning food break orders for the entire school.

Carpentry: The Carpentry Department, along with all the construction trades, has entered into a partnership with the Billerica Housing Authority. SVTHS students began constructing a split-level house, which will be turned over to the Housing Authority upon completion. This outside project not only provides students with valuable live work that develops trade-specific competencies but also fosters students' commitment to community and their compassion for fellow human beings.

Cosmetology: The Cosmetology Department has initiated a community-based program in which teachers accompany tenth- and twelfth-grade students to District nursing homes, senior centers and assisted-living facilities to provide cosmetology services. This program provides students with real, live work and at the same time instills compassion for our elderly population. In addition, many of our local elderly citizens take advantage of cosmetology services at the school on a regular basis.

The cosmetology program will be revising its curriculum to include Cyberimaging, which was recommended by the advisory committee this year. This innovation will provide students with competencies to obtain employment in salons with the state-of-the-art technology in hair design.

Culinary Arts: The Culinary Arts Department has made numerous renovations in its shop environment. In part, these include the installation of a new floor in the walk-in freezer, the replacement of an old wooden storage unit with metal shelving, and the replacement of a leaking oversized faucet in one of the kitchen's two designated hand sinks. A toilet was also removed in favor of additional storage space. A four-door reach-in refrigerator and a cabinet-style food warmer – two important pieces of equipment – were also purchased.

The operation of the guest dining room continues to be a valuable component of the Culinary program. The dining room provides reasonably priced, public access to the Shawsheen culinary experience four days a week (Tuesday through Friday). Residents interested in enjoying lunch in the Rams Head Dining room are invited to contact Ms. Beverly Pantano at (978) 671-3668 for reservations.

Another key element in the Culinary program is the bakery, where students learn to bake creative breads and pastry and where they operating a retail bakery, also open to the public four days a week. Residents may call (978) 671-3674 to order bake goods or visit the bakery between 9:30 a.m. to 1:30 p.m., Tuesdays through Fridays when school is in session.

Diesel: Both the infrastructure and the equipment of the Diesel Department have been improved during the past year. The bay doors and trim were painted, giving the shop a new and clean appearance. A new 16,000-pound twin post lift has been installed, and an electric rechargeable fork truck was obtained.

In order to keep the curriculum apace with current technology, a DVD system for Mitchell on Demand as well as a chip for the OTC and STAR engine analyzing equipment was purchased. All textbooks in the related program were updated.

In June of 2002, the Diesel program became NATEF certified. All instructors in the program are ASE certified in all areas of instruction, and Mr. John Havens is an evaluation team leader for the organization. As a result of the program's recent NATEF certification, students have earned their ASE refrigerant recovery certification. A number of students have also received national certification from the Coordinating Committee for Automotive Repair in safety and hazardous material handling.

Drafting: On December 6, 2002, the American Drafting and Design Association awarded the drafting program a national certification for its curriculum. The Association's application committee was so impressed with the application — which includes a complete detail of the curriculum, equipment and instructors' credentials — that they awarded the certification without a team visit. The drafting program at SVTHS is the first program in the Commonwealth to receive this national certification.

Funds were made available to continue shop modernization plans with the purchase of the following equipment:

- 14 Dell computers
- 33 planner lab stations
- 28 planner activity tables
- 31 swivel arm chairs
- 4 Hewlett Packard DeskJet 1220c printers

With the recent upgrading of software recommendations, the drafting staff has made some revisions in the program's curriculum. The students are now learning Pro-E for an analyst of properties and G.I.S terrain modeling. The collective efforts of the drafting instructors to improve their program have resulted in the Commonwealth's most technologically advanced high-school drafting program and an outstanding learning environment for SVTHS students.

Electronics: The instructors in the Electronics Department have initiated student training in A+, the basics of computer repair, and they have been developing a curriculum that aligns with the recently completed Certificate of Occupational Proficiency's task list for Electronics.

Mr. Frank Harrington and Mr. William Jackson, both of whom have extensive experience in the electronics and computer industry, have been hired as instructors to affect the curriculum and technological changes in the Electronics program.

Electrical: During the recent year, Electrical students developed a wide range of competencies resulting from their work on outside projects. Students wired SVTHS's new field house and concession stand, a new automotive related classroom, and a computer lab — gaining important industrial-wiring skills and knowledge. Students also wired a home that was constructed for the Billerica Housing Authority, gaining important residential skills and knowledge. Students also gained important electrical-maintenance skills and knowledge in various school-based projects.

The Electrical program's curriculum has been revised to include competencies developed as a result of new-equipment donations by Interstate Electrical and Tocco Electrical, both of Billerica. The equipment includes a 2 _" to 4" hydraulic bender and a 30 KVA dry type transformer three phase.

Graphics: The students in the Graphics program developed valuable competencies by completing various printing projects for the school and District towns. The students also oversaw the copy center, which services teachers and administrators by reproducing materials like student handouts, exams, and instructional worksheets.

Health: The placement of seniors in the Health Department's externship program remained impressively high as all twelfth graders secured positions within the program at either a medical facility or a nursing home during the first week of school. This externship program provides students with work experience under real conditions — an instructional variable not possible in a high-school setting. Many current seniors have been placed on co-op as Certified Nursing Assistants, Medical Assistants, and child care aids. Both the externship and co-op placement rates strongly suggest that the Health curriculum effectively prepares students for today's job market. The Medical Assistant curriculum will be complemented by visual field training in response to advisory committee recommendations and post-graduation placement opportunities.

Internet: With his recent arrival as an instructor in the Internet Department, Mr. Robert Galante brought a strong background in computer repair and networking, which has supported the addition of A+ training to the program's curriculum. Most of the certification training is facilitated by computers recently purchased as "knockdown" (disassembled) units, which allow students assembly, troubleshooting, and repair experience. Upon completion of this training, students will have the opportunity to take the A+ certification exam.

Students in the Internet program are also exposed to the Cisco curriculum, whose objectives are aligned with Certified Network Administrator Certification. This curriculum will prepare students to take a certification exam as seniors.

Instruction within the program has recently benefited by the development of on-line notebooks, in which students save and update Internet lessons.

Based on advisory recommendations, the Internet program has upgraded its curriculum with the addition of instruction in CSS, Flash, PHP, UNIX, and Visual Basic. In addition, the Department is currently developing on-line Internet curriculum.

The students have been involved in many community projects this year, including:

- Massachusetts Alliance for the Promotion of Sportsmanship (MAPS)
- National Guard Unit
- Upgrade Shawsheen Valley Technical High School website

- Construction of Career Day's Website

Machine Technology: The Machine Technology program recently satisfied the recertification requirements of The National Institute for Metalworking Skills (NIMS) and was awarded recertification this year. Continuation of this certification was contingent upon students' earning credentials in the areas in which the program is certified. A minimum of 25% of the students were required to pass a Level I exam, and 50% were required to pass Level II. As a result of meeting this criteria, NIMS has extended the certification until January 1, 2006. Due to the quality of the machine technology program and the instructor qualifications, NIMS has recruited the instructors to become part of their evaluation team for other schools throughout the state.

In order to maintain up-to-date and safe equipment, the Machine Technology program had four lathes rebuilt this year. The safety initiative will continue at this pace until all lathes are eventually rebuilt.

At the fall joint conference of the Massachusetts Association of School Committees and the Massachusetts Association of Schools Superintendents at the Worcester Centrum Center, Machine Technology students teamed with Drafting students to present a high-technology demonstration. Using Master Cam software, the Machine students manufactured a product designed by the Drafting students, who used Pro Desktop software.

The Machine Technology curriculum has been updated to include the latest Computer Numerical Control (CNC) technology and version of Mastercam software (Version 9). Three new Dell computers were purchased this year to accommodate the increased student population.

Masonry: Since the beginning of the school year, the Masonry students have worked on the construction of the new field house and concession stand. This project has allowed the students to develop advanced competencies that include the construction of quoin corners and brick projections around all windows and doors as well as the tiling of all shower stalls. When this project is complete, the Masonry students will have laid over 20,000 bricks and 6,000 blocks; they will have poured and finished 150 yards of concrete; and they will have installed 300 square feet of tile.

In response to local employment opportunities and advisory-committee recommendations, the Masonry curriculum was updated to include marble and granite competencies. In addition, twelfth-grade students completed a

ten-hour OSHA safety course, enhancing their post-graduation employment opportunities.

Metal Fabrication: The Metal Fabrication program upgraded its equipment this year with the purchase of a new iron-work machine and metal finishing equipment. The metal finishing equipment has allowed the instructors to include metal finishing competencies in the program's curriculum, increasing career opportunities for students. Because the Metal Fabrication program is a NIMS certified program, the students will have the opportunity to take the NIMS certification exam this year.

Plumbing: Plumbing students are currently involved in important, concurrent tasks within the community. They are developing industrial-plumbing skills as they work on the SVTHS field-house project, and — at the same time — they are developing residential-plumbing skills as they plumb and install the heating system for the Billerica Housing Authority house project. In addition, Plumbing students hone their troubleshooting skills and provide necessary service to the school as they participate in the program's maintenance.

The instructors have constructed a new steel rack to accommodate more advanced venting and drainage projects. This new rack system will facilitate the completion of shop projects that involve various types of materials and clamping systems. In addition, the rack arrangement enhances safety within the shop and provides more visibility of students' activities.

Technical Illustration: Both the excellence of instruction and its effect on the skill development of this school's Technical Illustration students were clearly demonstrated at the National SkillsUSA-VICA competition last summer, where a team of four SVTHS students won a gold medal. The team of Alison Ciccariello of Burlington, Stephanie Lazott of Billerica, Christopher Magner of Tewksbury, and Gregory Bendel of Wilmington received the prestigious award for creating and publishing a comic book about Shawsheen Tech and participation in the school's chapter of SkillsUSA-VICA.

The Technical Illustration staff and students have recently assumed the task of designing a new school-wide signage system. Technical Illustration students are developing individual designs and cost projections for formal presentations to the selection committee in January. After the committee's selection of one concept, the students will begin the production process.

To prepare students to respond to the demands of a constantly changing industry, the school purchased two new laser HP printers, five new Macintosh computers, a large Epson scanner, and a Macintosh server.

Skills USA-VICA is a national organization providing vocational/technical students the opportunity to enter specific skill competitions and to participate in numerous leadership events. Last spring, SVTHS was honored for having the highest individual enrollment in the state, which totaled 325 members.

At the North District Conference last spring, 75 SVTHS students competed and won 35 medals. Of those students, 15 subsequently earned medals in state competition. Among these winners, two 4-person teams (Internet Technology and Technical Illustration) won gold medals and advanced to national competition in Kansas City. As previously noted (See "Technical Illustration"), the Technical-Illustration team won a national gold medal for creating an animated storybook.

Certificate of Occupational Proficiency (COP): The COP is the Commonwealth's assessment program for technical education. It is being designed to measure the attainment of industry-based skill standards of students enrolled in technical education. To date, the Department of Education has approved the competency list from four occupations and will be considering four more for approval. The four approved programs are:

- Automotive Technology
- Cosmetology
- Culinary Arts
- Horticulture

The four programs under consideration are:

- Carpentry
- Electronics
- Graphics communications
- Marketing

Shawsheen Tech has taken a leadership roll in the COP process with many instructors providing their expertise as committee chairpersons or committee members.

Safety: Led by the Director of Community Services, Mr. Roger Bourgeois, the school has begun a 5-year process of

developing and implementing a school-wide safety and health plan. The development of this plan includes work practices, equipment, tools, environmental issues and educational curriculums in all programs. The committee overseeing the development and implementation includes administrators, teachers, students, and safety experts from industry.

Through the efforts of Mr. Bourgeois and the instructors in the construction cluster, all of the seniors in these programs have obtained a ten-hour OSHA certification card at the beginning of the school year when they learned all aspects of construction safety. This certification provides students with more job opportunities, as many construction companies require this credential as part of a hiring policy.

Conclusion and Acknowledgement

The SVTHS District School Committee, staff, and students gratefully appreciate the support they receive from the residents of the five member communities. The SVTHS family especially acknowledges the continued financial support of the local Town Managers, Finance Committees, and Town Meetings who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth.

The District is grateful for the significant contributions provided by Shawsheen Tech staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2002. Those retirees are:

Barbara Ahern, Director of Vocational/Technical Programs

- John Bowen, Dean of Students
- Annette Burns, Cafeteria
- Mel Frim, Electronics Instructor
- William Livolsi, Graphic Arts Instructor
- John McDermott, Assistant Superintendent-Director of Community Services
- Frances Pasciuto, Cafeteria
- Ann Peters, Cafeteria
- Audrey Tripousis, Cafeteria

BCAT

BCAT celebrated its fifteenth year anniversary in 2002. After being in operation for fifteen years we saw some significant changes both with our board and with equipment upgrades.

BCAT continued to be a central hub for residents and schools in 2002. BCAT's services became more utilized by non profit and town organizations then ever before. We saw the premiere of programs such as "Masonic News" (produced by the local Masonic Lodge), "Police Beat" (produced by the Burlington Police Department), "BBRT Talk" (produced by the Burlington Business Roundtable), and "Inside the Statehouse" (produced by our State Representative, Charles Murphy). More residents tapped into our resources as well. Our equipment requests increased by 25% over 2001, and have more than doubled since 1998. BCAT also moved forward with our transition into the digital domain. We acquired our first digital non linear editor, a Final Cut Pro system, and purchased our first DVD recorder. Government meetings are now recorded to DVD discs and played back on DVD players. Another new addition to BCAT early in 2002 was the start of our web site (www.BCATtv.org). Although we have plans for expansion of the site in 2003, you can access our schedule, some general information about us and our shows, check out our current newsletter, as well browse lots of pictures from recent happenings here at BCAT.



Executive Director Jennifer Dodge presents a framed photo of Fenway Park from the BCAT staff, and incoming president Rick Karwan presents a commemorative wooden book-clock to past president Ernie DeMartinis, for his 15 years of service to BCAT and general service to the community. Photograph by Karwanphotos.com

Other than our technical advances, BCAT saw some structural changes in the Board of Directors. After 15 years of dedicated years of volunteer service, president Ernie DeMartinis vacated the seat, and took on the roll as Treasurer. Rick Karwan, a 9-year board member, stepped up to the roll as BCAT President. Arlene DiRocco, filled the vice president seat, vacated by John Hoffety, also a 15 year board member.

Other Highlights in 2002

- Janet Zahora was named volunteer of the year for her countless hours of contribution with the production of BHS Sports coverage as well as other BCAT and civic productions. Chris Russo was awarded the BHS Student Grant. He had participated in the BCAT independent study program for three semesters, crewed on many BCAT programs and developed his skills to become a solid director for two programs, staff produced "Couch Classics" and "Air Force: A Local Perspective" produced by the United States Air Force.



BCAT's first float in Burlington's first Homecoming Parade held on October 12, 2002. Photograph by Richard Linder

- BCAT had its first float in a Burlington Parade. Production Coordinator, Tricia Hicks headed up the project by coordinating a parade committee to design and construct the float, as well as participate in Burlington's first Homecoming Parade. BCAT also provided coverage of the event with commentary by Arlene DiRocco and Phil Gallagher.
- BCAT held its 2nd Annual PSA Day. Our participation more than doubled this year, with the production of

more than 50 PSA's by the Library, the Police Department, the Rotary Club and the Burlington Players among others. The production quality also improved with the addition of our teleprompter, designed and constructed by our Engineer Dick Linder.

- Many new special productions were produced including "Climbing the Ladder to Higher Education", a game show produced by the BCSF. We also helped produce their 8th annual telethon, which put their foundation into the one million dollar mark.
- Rob Zahora filled the 9th seat on the BCAT board, making the board complete.

Respectfully submitted,

Jennifer Dodge, Executive Director,
Burlington Cable Access Television

Rick Karwan, President, Burlington Cable
Access Television

Board of Directors:

Arlene DiRocco, Vice President

Ernie DeMartinis, Treasurer

John Hofferty

Edward Hastings

Virginia Mooney

Herbert Clancey

Jim Melchionna

Robert Zahora

BURLINGTON COMMUNITY SCHOLARSHIP FOUNDATION

We made it, Folks! Thanks to the generosity of so many of you at home, in the school community, in the business community, in the town departments and organizations, and to Jack and Shelly Blais who once again agreed to match all the pledges made during our annual telethon, we reached the million dollar mark in our scholarship endowment fund. In fact, we exceeded it. We raised a total of \$78,000 in pledges, a new high in our telethon history, and, because of the Blais's continuing support, it will be doubled. For outstanding contributions, in addition to Jack

Blais, we thank the Wayne Johnson Memorial Scholarship Committee for \$13,000, the Brendan Curtin Memorial Committee for \$6500, the Murray Charitable Foundation for \$6000, Oracle for \$5000, Fidelity Management for \$5000, the Equity Office and Roche Brothers Supermarket for \$2500 each, Gary Litchfield and Gibson and Behman for \$2000, Atlantic Management for \$1550, Kevin Buckley, Long's Jewelers, and the Ice Palace for \$1500 each. We thank the following businesses for their generous contributions of \$1000: Nordblom Management, Curtin Financial Services, AT & T Broadband, Gedick Brothers, Eastern Bank & Trust, Burlington Police Patrolman's Association, Reimer & Braunstein, Tibaldi Real Estate, Northern Bank & Trust Company, Flanagan Insurance Company, Medford Bank, Cycle Loft, Friend Building Center, Century Bank, The Gutierrez Company, A & F Bus Company, Bank North, and Ernie DeMartinis. We thank the Lion's Club for their \$826 contribution, Phillip Gallagher for his \$750 contribution, the Emerald Rose for their \$550 contribution, and Amica Companies for their \$650 contribution. For their \$500 contributions we thank Mass Audio Visual, Lahey Clinic, Cranney HVAC Company, Vidoli Association Realtors, Exit Premier Realtors, BMEFCU, Burlington Firefighters, Stoneham Savings Bank, Performance Heating, the Marriott, M. Austin – Prudential, the Council on Aging Friendship Account, Gulde Insurance Company, Julie Industries, and the Memorial School PTO. We are indebted to Paneras for their contribution of \$1000 worth of food and to the Outback and World of Health for their contribution of gift certificates. To honor those members of the business community and others who support our telethon with significant contributions, we produced an Honor Roll which hangs in the foyer at Town Hall with honors ranging from cum laude, through magna and supra cum laude, to Diamond Doctorate. A duplicate is in the works for hanging in the High School. These Honor Rolls will be updated each year.

We would be remiss if we did not express our gratitude also to all residents who responded so generously to our student callers and who have contributed and continue to contribute to our cause through the tax check-off system. It continues to grow in the numbers of regular contributors and in the last year such contributions grew by more than \$4000.

Once again we are indebted to Ernie DeMartinis, who masterminds and produces the telethon; to Jack Ferren who

continues to act as Master of Ceremonies and whose enthusiasm maintains the momentum and keeps the pledges coming in; to the entire B.C.A.T. staff, especially Jen Dodge and Dick Linder who control the technical aspects; to Jack Dillon of Telecommunications, who supplies and sets up the telephones and telephone lines. We thank our Adopt-A-Class Business Partners who make sizable contributions every year and who continue to work toward increasing the individual class endowments, the hosts of the different telethon segments representing the schools, town government, community businesses, sports and other town organizations. And, last but far from least, we are grateful to the enthusiastic students who made calls during the telethon and on the two evenings prior to and following that event, to Peter Halvorson who was responsible for recruiting more student volunteers for us than ever before, and to the many wonderful residents who responded to the Blais challenge and to the student calls so generously. The total amount pledged surpassed what had been realized in the 2001 telethon even though the economy was not nearly as healthy.



From left to right: Ernie, DeMartinis, Joan Miles and Jack Blais share a moment in celebration of Burlington's scholarship endowment surpassing the One Million Dollar mark. (KarwanPhotos.com)

With this year's scholarship awards, the Foundation has awarded \$185,000 in scholarship assistance to 143 high school seniors and 22 adult residents for a total of 165 residents of this community. In this year alone, we awarded \$57,000 in scholarship aid to 43 graduating high school

seniors and three adult residents of this community. 29 of the 43 members of the Class of 2002 won American Landmark Adopt-A-Class Scholarships in the amounts of \$500, \$1000, \$1200 and \$1500, more than had ever been awarded previously in the Adopt-A-Class program. Once again following the presentations of scholarships to Burlington student winners at Awards Night at Burlington High School, adult scholarships were awarded at the annual joint BBRT/BCSF Scholarship Breakfast at which High School Principal Linda Hayes was the featured speaker and all student winners and their parents were honored. For the second year in early September, a brochure which included photographs of all our winners, the colleges they are attending, and brief biographical sketches was mailed to all community residents.

The list of Business Partners in our Adopt-A-Class program remains the same with two exceptions. Roche Brothers adopted the Class of 2014, this year's first grade, and the Class of 2012, the 3rd grade, lost its sponsor when Medford Bank was absorbed by Citizen's Bank. However, Gibson and Behman has graciously agreed to assume the sponsorship of this class following graduation in June of the class they now sponsor. We have not at this writing found a sponsor for the Class of 2015, this year's kindergarten class, although we have a promising prospective sponsor.

We remain indebted to all our Adopt-A-Class business partners and the many faithful and committed parents and Class Advisors at the High School level who work with students for their invaluable and continuing help in expanding educational opportunities for Burlington students, for challenging them to stay in school, and for enabling them to pursue the critical benefits of post secondary education. We particularly thank the parents who are already involved and who see the advantages in this program for their children and we encourage others to join the program by communicating their interest to either of the Co-Chairmen, Debbie Keene or Sharon Piccolo.

The current Adopt-A-Class Business Partners are Roche Brothers, Northern Bank & Trust, Burlington Firefighters, Century 21-Tibaldi Real Estate, Curtin Financial Services, Police Patrolman's Association, Barnes & Noble, Eastern Bank, Lahey Clinic, Citizen's Bank (formerly Somerset Bank & US Trust), and Gibson & Behman.

The Adopt-A-Class program under the able direction of Co-Chairs Debbie Keene and Sharon Piccolo, with the help of Jen Dodge and the B.C.A.T. staff and Mike Phalen, a Computer and Math instructor at Burlington High School, and one of his students introduced in May, as a celebration of National Scholarship month, a television show called "Climbing the Ladder to Higher Education" featuring students from each of the classes, K-11. It was patterned after the national television show, "Who Wants to Be a Millionaire" with Dr. William Conners, Superintendent of Schools, acting as "Regis" and four students from each of the classes responding to ten questions submitted by teachers in the system for each of the grades. It raised about \$4000 for the Adopt-A-Class program and was a huge success, so much so that plans are in the works to do it again this May. Citizens Scholarship Foundation of America designates May each year as National Scholarship Month and chapters all across the nation, such as the Burlington Community Scholarship Foundation, are urged to participate with an activity of their choosing which will promote the importance of education beyond high school in their communities. "Climbing the Ladder to Higher Education" was aired each week throughout the month on local cable access.

There were a few organizational changes introduced in 2002. The Foundation hired a Burlington High School student, Mary Katherine Conceison, as Recording Secretary to work under the supervision of our Secretary, Joan Corrao. Small stipends were also voted to compensate Debbie Keene in the Treasurer's office and Tom Imbriglio in the Guidance Department at the High School for the extra work entailed by bringing Burlington High School's Scholarship Fund under the umbrella of the Burlington Community Scholarship Foundation a year ago. Essentially this was done for the tax benefit it allows all contributors to the scholarship program in Burlington. It is important to note that with this move, scholarship aid in our town reported to our national chapter, Citizens Scholarship Foundation of America (CSFA) exceeds \$300,000 annually. Also a committee to study and make recommendations for the future leadership of the foundation was appointed by the President. Members of this committee are Brian Curtin who will chair the committee, Lucy Damiani, Stephen Miles, and Joan Corrao, with Harold Dulong to serve as an alternate.

Serving on the Financial Advisory Committee to assist our Treasurer with investments are Jim Picone, the Assistant Superintendent for Business and Finance in the Burlington School System, and Juliette Mott of Stoneham Savings Bank and a member of our Board. Phil Gallagher acts as our consultant and investment advisor, a position which was approved by the BCSF Board of Directors. Once again, we thank our Awards Committee for their dedication and hard work in distributing and processing applications for the BCSF scholarship awards. Members are Donna Murray and Linda Collins who are Co-Chairmen, Ann Marie Baden, Rosemarie Tieri, Gary Feldman, Peter Barry, Peter Sims, Rosalie Nardella, Suzette Jones, Otto Contardi, and Richard Murray. We thank Dierdre Carr and Nancy Mooney who left the committee this past year for their past faithful service.

In closing, I wish to express my deep appreciation to Superintendent of Schools, Dr. William Conners and to Jim Picone, the Assistant Superintendent for Business and Finance, and to the Principal of BHS Linda Hayes, to Harold Dulong of Reimer and Braunstein who serves on our Fundraising Committee, to Robert Factor who serves as our attorney when needed, as well as to all of the members of the BCSF Board of Directors for their continuing support and encouragement and their enthusiastic commitment to expanding educational opportunities for all Burlington residents through a now substantial scholarship endowment fund. Members of the Board in addition to myself are 1st Vice President Lucy Damiani, 2nd Vice President Deborah Keene, Treasurer Brian Curtin, Secretary Joan Corrao, Ernie DeMartinis, Jack Ferren, Tom Imbriglio, Tom Killilea, Stephen Miles, Janet Modesto, Juliette Mott, Sharon Piccolo, Paul Sheehan, and Rosemarie Tieri plus student representatives Elizabeth Keene, Kim Piccolo, Christopher Keene, Laura Greene, Nehal Patel, Charlene Vincent, Christina Deliyannis, Nathan Pierce, Rebecca McMahon, and Julie Ann Patterson. Elizabeth and Kim, both outstanding student representatives who graduated this past June, will be sorely missed. We thank former Board members Nancy Jones, Miriam Malkasian, and Vita Cyr all who have resigned or whose resignations are pending, for their many years of dedicated service. They, too, will be missed!

Respectively submitted,

Joan F. Miles, President

BURLINGTON HOUSING AUTHORITY



Birchcrest Arms Apartments is a 40 unit development of one bedroom apartments in a lovely village setting of cedar buildings.

For the thirteenth consecutive year, state auditors reported the Burlington Housing Authority has been managed in full and satisfactory compliance with applicable state and federal regulations.

2002 Highlights

The Board of Commissioners presented Commissioner Lincoln W. Daigle with a plaque to honor his six years of dedicated service to the Authority. Upon Commissioner Daigle's retirement, Mike Runyan was elected as commissioner for a five-year term.

This past year was a busy year for accomplishing outside projects. The Authority received an award of exterior paint funds from the Massachusetts Department of Housing and Community Development. The cedar sided buildings at Birchcrest Arms and the 3rd floor railings at Tower Hill were painted using the state's assistance. Through the efforts of B-Line Transportation Coordinator Eleanor O'Connell, the MBTA donated a bus shelter for Birchcrest Street and the Town of Burlington's Department of Public Works poured the concrete pad. The Planning Board approved a site plan reconfiguring the lower parking lot at Tower Hill to add two handicapped parking spaces and a commercial drop off area. Commissioner James Marchese coordinated the parking lot improvements and repaving. A special thank you to the Massachusetts Department of Housing and Community Development,

Eleanor O'Connell, the MBTA, Commissioner James Marchese and to the Town of Burlington's Department of Public Works for their cooperation and assistance.

Volunteers completed two landscaping projects at Tower Hill and Birchcrest Arms senior developments. Burlington Police Officers Paul Anderson, Dennis Thompson, and Tom Fournier, organized their DARE and Shawsheen Technical High School students to plant flowers, bushes, and trees, as well as, to install bird houses, bird baths, benches, and planters. The bird houses were built and painted by the students after school. Funding was provided by Sun Microsystems and the Massachusetts Executive Office of Public Safety. The second project was undertaken by the Burlington Rotary Club and supervised by Mike Runyan. The Rotary cleared the traffic island of overgrown bushes, removed overgrown evergreens, brought in new mulch and plantings. The Board of Commissioners wishes to extend its sincere thanks to these volunteers for their extraordinary efforts to improve the living environment of our seniors.

At the end of the year, the Tower Hill elevator project was placed out to bid. Construction work is expected to begin in June/July 2003.



Tower Hill Apartments is a 65 unit development. The units have a garbage disposal, generous closet space, wall to wall carpeting, and a balcony.

The Burlington Housing Authority's management portfolio includes: forty senior units at Birchcrest Arms and sixty-five senior units at Tower Hill Apartments; two units of scattered site family housing under the State 705 Program; two independently owned rentals; ten studio apartments for low-income seniors at Longmeadow Place, an assisted living facility; sixteen vouchers under the State Massachusetts Rental Voucher Program; and ninety-three Section 8 Housing Choice Vouchers. To expand the oppor-

tunities for affordable rental housing for Burlington residents, the Board of Commissioners continues to make Burlington residents a priority and voted to join the MassNAHRO Section 8 Centralized Waiting List. This list will remain open indefinitely. Applications are available at the Burlington Council on Aging, Burlington Library and the Burlington Housing Authority office.

The Authority purchased and installed a new computer software program called SHARP (Small Housing Authority Resource Program) at the end of 2002 to improve information management and to increase office efficiency.

Due to the ever increasing and pressing need for more affordable rental housing, the Board of Commissioners continues to seek affordable rental housing opportunities for the residents of Burlington.

In the fall of 2002, the Board of Commissioners initiated a Resident Survey to evaluate the Authority's physical environment and management. Eighty-seven percent of the residents responded to the survey. Of those residents responding, eighty-five percent 85% rated their apartment, common areas and grounds as "Excellent" or "Good". And 85% responded favorably regarding the management of the facilities.

The Board of Commissioners wishes to extend its sincere thanks to Executive Director Rina Petit and the entire staff for their outstanding contributions to the success of our housing programs. And a special thank you to Tenant Presidents Margaret Yates and Jim Willis for their efforts on behalf of our residents.

Respectfully submitted,

James J. Rogers, Chairman

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council was established as a state agency in 1963. In 1971, the Council's legislation was amended to make it an independent public body politic and corporate of the Commonwealth. The Council is a regional planning and economic development district and is the federally designated economic development district pursuant to the Public Works and Economic

Development Act of 1965. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of fourteen members of the Boston Metropolitan Planning Organization.

The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district. The Council's district includes 101 cities and towns in the metropolitan Boston area.

The Council enhances the quality of life and competitive advantage of the Boston metropolitan region in the global economy by providing a focus for action and developing sound responses to issues of regional significance. The Council's deliberative process includes broad-based participation from government and the private, non-profit, academic and faith-based sectors. The Council offers research, studies, publications, facilitation and technical and professional assistance to these constituencies in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the efficient and effective operation of local governments.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees and 10 state and 3 city of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from municipal, state, federal and private grants and contracts and a per-capita assessment charged to municipalities within the district.

In the last few years, the Council has provided critical leadership to several initiatives that respond to regional challenges and demands, some of which include:

- Joining with two of its sister regional agencies to facilitate "Vision 2020" a long-range planning process for Southeastern Massachusetts that culminated in the historic Mayflower Compact that was endorsed by an overwhelming majority of participating communities.
- Participating in the establishment and management of the I-495 Initiative, a multi-sector forum that is examining growth impacts along the entire Interstate 495 corridor.

- Producing build-out analyses for 100 municipalities, city of Boston's is currently underway.
- Partnering with Workforce Investment Boards, Transportation Management Associations, Community Based Organizations and others in a US Department of Labor funded Welfare-to-Work project that focused on transportation barriers faced by low-income communities.
- Establishing Regional Services Consortia that facilitate interlocal forums of municipal managers that foster regional communication, information exchange, resource sharing and collaborative action, including the collective purchasing of supplies and services.
- Facilitating the establishment of the Metropolitan Mayors Coalition consisting of ten mayors and city managers in the urban core that work on common planning, economic and social issues facing those local governments.
- Conducting a multi-year regional visioning exercise that includes broad-based participation from all sectors of the region.

The Regional Visioning Project: Developing a Regional Growth Strategy for Metro Boston

In one of the most exciting developments in the last year, MAPC has launched a new civic process to create an updated Regional Growth Strategy for metropolitan Boston. MAPC is helping to facilitate this process, working with city and town governments and various other stakeholders in our 101 city-and-town region, including non-profits, business, labor and academic groups. The outcome will be a vision and strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement a new framework for addressing the challenges facing metropolitan Boston.

The effort to create a new Regional Strategy was introduced to the public on May 22, 2002, at the Boston College Citizens Seminar. More than 400 people from a wide range of local and regional groups attended the event, many of whom have continued their involvement as participants and supporters of the Process Design Team. Since June, the Process Design Team, a group of more than 150 stakeholders from various fields and issues expertise, has been meeting to develop a design for the regional vision and growth strategy.

The Process Design Team will continue to look for leaders in its 101 city-and-town region who would like to get involved and/or lend their support for this regional effort. Please contact MAPC if you would like to become involved in this process.

In October we welcomed Marc Draisen as the MAPC Executive Director

We are pleased to welcome Marc Draisen as the new Executive Director. Marc has a diverse background, including service as a State Representative and most recently as Executive Director of the Massachusetts Association of Community Development Corporations. He is an expert in housing issues, and regional collaboration.

Respectfully submitted,

Marc D. Draisen
Executive Director

TOWN MEETING MEMBERS

PRECINCT 1

Michael J. Austin	84 Locust St.	2005
Richard N. Binnall	68 Mill St.	2003
Linda K. Collins	18 Town Line Rd.	2004
Channing L. Entwistle	62 Beaverbrook Rd.	2004
Charles S. Gilman	45 Westwood St.	2003
William Gochis	14 Wildwood St.	2003
John S. Ivas	9 Boulder Dr.	2005
Robert J. Macdonald	238 Fox Hill Rd.	2005
Michael Marchese, Jr.	11 Michael Dr.	2005
Cynthia J. Phillips	4 Michael Dr.	2005
Richard J. Roberto	10 Wildwood St.	2003
Gregory F. Ryan	3 Donald Rd.	2004
Maureen Monaco Ryan	3 Donald Rd.	2004
Mark S. Saia	8 Sumner St.	2003
Andrea C. Sheehan	228 Fox Hill Rd.	2005
Sharon Marie Sotiros	17 Hart St.	2004
Edward J. Walsh	2 Carol Ave.	2004
David J. Woodilla	3 Barnum Rd.	2003

PRECINCT 2

William C. Beyer	67 Peach Orchard Rd.	2004
Patricia A. Carew	19 Winter St.	2005

Town of Burlington

Write-In 2002

Kathleen M. Coluci	15 Colburn St.	2004
Ann Marie Comer	13 Lowell St.	2005
Marjorie J. Foster	10 Kenmere Ave.	2003

Write-in 2000

Joseph C. George	4 Grandview Ave.	2003
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Write-in 2000

Jean B. Golding	26 Beacon St. 31C	2003
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Appt. 4/02 (Term 2005)

Angela J. Hanafin	15 Colburn St.	2004
Daniel J. Hanafin	15 Colburn St.	2004

Write-in 2001

George T. Lee	58 Harriett Ave.	2004
Jerome J. Lynch, Jr.	6 Winn St.	2005
Ann Louise McNamara	79 Mountain Rd.	2003
Margaret Merlesena	2 Burton Rd.	2004
Eleanor N. O'Connell	33 Peach Orchard Rd.	2003
Andrew H. Olney	21 Julia Connors Dr.	2005

Write-In 2002

David C. Richardson, Jr.	5 Peach Orchard Rd.	2003
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Write-in 2000

John J. Ryan	7 Grandview Ave.	2003
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Write-in 1999

Anthony G. Sapienza	2 Crawford Rd.	2005
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PRECINCT 3

Anne P. Coady	8 Woodside Ln.	2003
Sean P. Connors	14 Sears St.	2004
Kathleen S. Cool	9 Stony Brook Rd.	2003
Shari Lynn Ellis	3 Hickory Ln.	2004
Frances M. Heartquist	10 Briarwood Ln.	2005
John D. Kelly	14 Oxbow Ln.	2005
Stephen G. Marchese	4 Sears St.	2003
Mildred J. Nash	39 Sunset Dr.	2003
Mabel A. Nevins	26 Sunset Dr.	2003
James Patterson	80 Lexington St.	2004
Daniel J. Raske	3 Mildred Rd.	2005
Roger S. Riggs	4 Briarwood Ln.	2005

Write-in 2001

Anne E. Rowe	94 Muller Rd.	2003
Louis P. Rubino	4 Fred St.	2005
Paul A. Valleli	14 Marrett Rd.	2004
Judith G. Wasserman	3 Indian Hill Rd.	2004
James Williams	12 Fred St.	2004
Walter T. Zenkin	2 Toomey Cir.	2003

Moved to Pct. 1 8/02 (2005)

PRECINCT 4

Betty M. Bullock	11 Crowley Rd.	2005
Thomas D. Conley, Jr.	20 Corcoran Rd.	2004
George R. Cooper	69 Francis Wyman Rd.	2004
Karen Cooper	69 Francis Wyman Rd.	2005
Michael C. Dellemonico	48 Washington Ave.	2004
Wendi J. Dellemonico	48 Washington Ave.	2003
Andrew Groh	132 Bedford St.	2005
Joan B. Hastings	14 College Rd.	2003
Lori Kashgegian	114 Francis Wyman Rd.	2005
Robert P. Knudsen	3 Bates St.	2003

Appt. 4/99 elected 4/00

Constance K. McElwain	64 Francis Wyman Rd.	2004
Roberta E. Mills	19 Corcoran Rd.	2003
Frank P. Monaco	18 Corcoran Rd.	2003
Virginia E. Mooney	28 Mohawk Rd.	2003
William G. Poehler	7 Algonquin Dr.	2004
Michael A. Proulx	76 Francis Wyman Rd.	2005
Robert Michael Shea	27 Daniel Dr.	2005
Sally Willard	13 Foster Rd.	2004

PRECINCT 5

Patricia J. Angelo	2 Austin St.	2003
Susan MacDonald Boari	14 Raymond Rd.	2005
Richard P. Burkhart	10 Joanne Rd.	2004
Elaine Lee Carpenter	5 Dearborn Rd.	2003
Mark W. DeCost	38 Manhattan Dr.	2004
Roland E. Desharnais	5 Lantern Ln.	2004
Kenneth R. Forte	18 Wing Terrace	2005
Paul V. Gedick	5 County Rd.	2003
John J. Hanley	1 Violet Rd.	2004
Nancy J. Hofferty	10 Purity Springs Rd.	2003
Virginia M. Igo	1 Arthur Woods Ave.	2003
Cathryn Lee	15 Raymond Rd.	2004
Joseph E. Morandi	7 Winona Rd.	2005
Christopher P. Murphy	22 Bedford St.	2003

Appt. 4/02 (Term 2005)

Hope M. Paulsen	8 St. Mary Rd.	2003
David Webster Potts	40 Fairfax St.	2004

Appt. 9/99 elected 4/00

Phyllis D. Roussell	75 Macon Rd.	2005
David S. Tait	9 Meadowvale Rd.	2005

PRECINCT 6

Marie A. Ardito	2 Edsel Dr.	2005
Roger A. Bell	18 Lisa St.	2003
<i>Appt. 1/00 elected 4/00</i>		
Catharine M. Boucher	9 Jackson Rd.	2005
William F. Callahan	6 Carter Rd.	2003
Florence L. Carow	1 Jonathan Rd.	2004
John G. Cormier	8 Chester Ave.	2005
Daniel R. DiTucci	8 Lisa St.	2003
Richard H. Howard	158 Wilmington Rd.	2004
Thomas C. Killilea	15 Wheatland St.	2004
Thomas R. Miliano	15 Wilhelmina Ave.	2005
Florence Dolly Mountain	5 Eisenhower Dr.	2005
Karen A. Moyer	7 Kingsdale St.	2004
Donald J. Muse	21 Davida Rd.	2003
Kristin A. Norwood	37 Prouty Rd.	2004
Joanna Schlansky	4 Gibson St.	2005
Joseph S. Stavolta, Sr.	12 Phyllis Ave.	2003
Teresa A. Tarpey	1 Holly St.	2003
James Tigges	2 Maryvale Rd.	2004

Write-in 2000

Labor Counsel	Collins, Loughran & Pelouin
Library Director	Lori Hodgson
MBTA Advisory Board	Eleanor N. O'Connell
Metropolitan Area Planning Council	John D. Kelly
MWRA Designee	Syamal N. Chaudhuri
Planning Director	Anthony Fields
Police Chief	Francis J. Hart, III
Recreation Director	Donald Roberts
Recreation Maintenance Director	Douglas Gillingham
Sealer of Weights & Measures	Richard H. Howard
Superintendent of Public Works	Syamal N. Chaudhuri
Town Accountant	Patrick J. Mullin, Ret. 11/02
Town Administrator	Robert A. Mercier
Town Counsel	Kopelman and Paige, P.C.
Town Engineer	Thomas F. Hayes

APPOINTED OFFICIALS

American Disabilities Act Coordinator	Robert C. Hogan
Animal Control Officer	Gerald Mills
Appraiser/Assistant Assessor	Russell H. Washburn
Archivist/Records Manager	Daniel C. McCormack
Assistant Town Administrator	Lawrence M. Rittenberg
Assistant Town Clerk	Eleanor M. Gelinas
Building Inspector	John Clancy
Community Life Center Director	Wesley Simons
Conservation Administrator	John Keeley
Council on Aging Coordinator	Margery McDonald
Director of Veteran Services	Robert C. Hogan
Emergency Services Director	Stephen Duke
Environmental Engineer	Todd Dresser
Fire Chief	Paul L. Thibault, Jr.
Health Agent/Sanitarian	Karen L. Springer
Housing Authority Executive Director	Rina Petit
Human Resources Director	Anne Marie Tucciarone-Mahan

APPOINTED BOARDS AND COMMITTEES

Appointments made by: Town Administrator

Beautification Committee(5)	1 year	Standing
Carolyn R. Engel	9 Park Dr.	2003
Edward Hastings	14 College Rd.	2003
George M. Major, Chr.	29 Lantern Ln.	2003
Joan McSweeney	1 Doris St.	2003
Elaine Zuccaro	6 Pearson Cir.	2003

Bike Committee	1 year	Ad Hoc
John Donaldson	62 Winn St.	2003
Frank Linton	37 University Ave.	2003
Mildred Nash	39 Sunset Dr.	2003
Kevin J. Sullivan	Recreation Comm	2003

B-Line Advisory Committee	1 year	Ad Hoc
Patricia Churchill	14 Hallmark Gardens #5	2003
Patricia Farrell	7 Jonathan Rd.	2003
Jennifer Gelinas	10 Hallmark Garden #7	2003
Nancy Hofferty	10 Purity Springs Rd.	2003
Virginia E. Mooney	28 Mohawk Rd.	2003
Mildred Nash	39 Sunset Dr.	2003

Town of Burlington

Mabel Nevins	26 Sunset Dr.	2003
Paul Raymond	1 Dorothy Rd.	2003
Anne E. Rowe	94 Muller Rd.	2003

Board of Appeals(5) 5 years Standing

John A. Alberghini	2 Elm Ave.	2003
1st Alt. - 1 yr.		
William Gaffney	8 Joanne Rd.	2005
Wayne Harding	16 Chadwick Rd.	2004
Robert M. Meaney	15 Sears St.	2006
George Murray	184 Mill St.	2003
John T. Sullivan	2 Laurel Ln.	2007

Board of Registrars(4) 3 years Standing

Jane L. Chew	7 Winn Valley Dr.	2006
Jeanne Ganley	50 Lexington St.	2004
Patricia A. Larson	23 County Rd.	2005
Robert J. Macdonald	238 Fox Hill Rd.	2003

Cable Advisory Committee(7) 1 year Ad Hoc

Howard Alberts	3 Arborwood Dr.	2003
Daniel Dunn, Chr.	29 Stony Brook Rd.	2003

Cable Advisory Committee(7) 1 year Ad Hoc

Richard Linder	3 Maud Graham Circle	2003
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Cemetery Oversight Committee 1 year Ad Hoc

Karen Cooper	69 Francis Wyman Rd.	2003
Phillip A. Gallagher	Ways & Means	2003
Joan B. Hastings	Capital Budget	2003
Eugene Lane, Jr.	24 Cathy Rd.	2003
John Mooney	28 Mohawk Rd.	2003
Kevin J. Sullivan	14 Frothingham Rd.	2003
Paula Torti	9 Maud Graham Circle	2003

Community Life Center(10) 2 years Standing

Fr. John R. Crispo	111 Winn St.	2003
Candace F. Gustafson	30 Paulson Dr.	2004
Michael Howard	18 Burlington St.	2004
Thelma Iozzo	7 Chandler Rd.	2003
Marilyn Langley	13 Algonquin Dr.	2004
Ronald J. MacKenzie	18 Spruce Hill Rd.	2004
Ann McNamara	79 Mountain Rd.	2003
Roberta Mills	19 Corcoran Rd.	2003
Betty Murphy	20 Wildwood St.	2004

Conservation Commission(7) 3 years Standing

Larry S. Cohen	8 Wilhelmina Ave.	2003
Indra Deb	17 Pathwoods Ave.	2005
Marylee Everett	14 Hart St.	2004
Gail M. Lima	188 Mill St.	2005
Appt. 1/01		
Paul A. Mazzocca	5 Black Horse Ln.	2003
Kerry Melanson	8 Freeport Dr.	2005
Philip E. Sutton	4 Park Dr.	2004

Council on Aging(7) 3 years Standing

Eleanor Bonfanti	16 Lisa St.	2004
Gwendolyn Burgess	15 Birchcrest St. #202	2005
Arlene A. DiRocco	10 Old Colony Rd.	2005
Marie George	64 Winn St.	2003
Alternate 1 yr.		
John J. Gulde	16 Dearborn Rd.	2003
Alternate 1 yr.		
Mary Lindley	64 Bedford St.	2005
Muriel O'Brien	26 Maryvale Rd	2003
Gordon C. Thomson	5 Frances Rd.	2003
Alternate 1 yr.		
Robert Tyler	12 Taylor Ave.	2003
Robert Wong	20 Lowell St.	2004

Cultural Council(5-22) 3 years Standing

Anne P. Coady	8 Woodside Ln.	2005
Eileen Feldman	19 Freeport Dr.	2003
Joanne Salvi Fitzpatrick	5 Makechnie Rd.	2003
Rick Karwan	8 Francis Wyman Rd	2004
Florence Dolly Mountain	5 Eisenhower Dr.	2003
William Timothy Rose	10 Locust St.	2003

Disabilities Access Committee(9) 1 year Standing

Barbara Adler	4 Theodore Circle	2003
Robert J. Emmert	21 Crystal Circle	2003
Bernice Ferguson	19 Bedford St.	2003
Mary Jane Fietze	42 Bedford St.	2003
Maura F. Mazzocca	5 Black Horse Ln.	2003
Christine Monaco	18 Corcoran Rd.	2003
Walter Sullivan	15 Birchcrest St.	2003
Kenneth Tigges	4 Ellen Rd.	2003
Bernadette Whittington	1 Ganley Dr.	2003

Grandview Farm Use Committee Ad Hoc

Norman B. Biggart	4 Baron Park Ln. #1
Brenda L. Cahoon	3 Lucy Rd.
Binnie Factor	6 Briarwood Ln.
Toni Faria	6 Butters Ln.
Mary Ippolito	8 Erin Ln.
Janice F. Magee	66 Bedford St.
Alan R. McCarthy	104 Mill St.
William T. McDonough	18 Maud Graham Cir.
Kevin B. McKelvey	4 Allison Dr.
Roger Morrison	5 Hope St.
Nan Murphy	19 Sears St.
Kirstin A. Norwood	37 Prouty Rd.
Hope M. Paulsen	8 St. Mary Rd.
Juliet Perdichizzi	239 Fox Hill Rd.
Donald Roberts	51 Francis Wyman Rd.
Sonia Rollins	8 Paula St.
Nicholas G. Rubino	16 Phyllis Ave.
Auralie Slowey	13 Paulson Dr.
John T. Sullivan	2 Laurel Ln.
June Tabaldi	212 Cambridge St.
Beverlee Vidoli	17 Thornton Dr.

Grandview Farm Use Committee Ad Hoc

Ed Walsh	2 Carol Ave.
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Growth Impact Task Force Ad Hoc

Walid I. Abu-Rumman	5 Glen Ave.	Citizen Rep
Roger A. Bell	18 Lisa St.	TM Rep
Larry S. Cohen	8 Wilhelmina Ave.	Cons. Comm. Alt.
Peter J. Coppola	2 Garrity Rd.	Planning Rep
John G. Cormier	8 Chester Ave.	Citizen Rep
Arlene A. DiRocco	10 Old Colony Rd.	Sr. Housing Opt. Rep
Phyllis Etsell	27 Cambridge St. (Murray Hills)	Business Rep.
Marylee Everett	14 Hart St.	Cons. Comm. Rep.
Albert L. Fay, Jr.	11 Raymond Rd.	Selectmen Rep
John J. Gulde	16 Dearborn Rd.	Citizen Rep
Naomi B. Heghinian	4 Myrna St.	Citizen Rep
Robert P. Knudson	3 Bates St.	Land Use Rep
Peter E. Lewis	144 Winn St.	TM Rep
Frank P. Monaco	18 Corcoran Rd.	W & M's Rep

Virginia E. Mooney	28 Mohawk Rd.	BMC Rep
Evelyn M. Mottolo	3 Dover Dr.	Bylaw Rev. Rep

Historical Commission(5) 3 years Standing

Norman B. Biggart	4 Baron Pk. Ln. Apt. 1	2004
Sandra J. Coven	5 Forest Rd.	2003
<i>Alternate 1 yr.</i>		
Joao T. Demelo	50 Skelton Rd.	2003
Antoinette Faria	6 Butters Ln.	2003
Joyce Fay	11 Raymond Rd.	2005
Kathleen Horton	125 Lexington St.	2004
Gene Rossi	174 Winn St.	2003

Alternate 1 yr.

Housing Partnership	1 year	Ad Hoc
Ernest E. Covino, Jr.	1 Marvel Ave.	2003
John DeFrancesco	50 Westwood St.	2003
Phyllis Etsell	3 Eisenhower Dr.	2003
Jayne L. Hyde	6 Hallmark Gardens #1	2003
Virginia E. Mooney	28 Mohawk Rd.	2003
Michael S. Runyan	7A Mountain Rd.	2003

Information Systems Advisory (7) 1 year Ad Hoc

Laurence J. Conway	18 Wildwood St.	2003
Daniel Dunn	29 Stony Brook Rd.	2003
David Fionda	46 Freeport Dr.	2003
Steven Z. Harris	9 Donna Ln.	2003

Information Systems Advisory (7) 1 year Ad Hoc

Peter O'Keeffe	47 Skelton Rd.	2003
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Rink Oversight Committee(5) 1 year Ad Hoc

Brian Curtin	Treasurer/Collector	2003
Stephen G. Marchese	Ways & Means	2003
Don Roberts	Recreation	2003

Sign Bylaw Committee 1 year Ad Hoc

Albert L. Fay, Jr.	Planning Board
Richard H. Howard	Bylaw Review Committee
Jayne L. Hyde	Planning Board
Douglas Hyde, Jr.	Bylaw Review Committee
Joan McSweeney	Beautification Commission
Robert M. Meaney	Board of Appeals
George Murray	Board of Appeals

Sr. Housing Options Committee 1 year Ad Hoc

Arlene A. DiRocco	10 Old Colony Rd.	2003
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Town of Burlington

Garry Feldman	19 Freeport Dr.	2003
Joan Hastings	14 College Rd.	2003
Robert Hogan	61 Center St.	2003
Sheila Howard	2 Hallmark Garden #4	2003
Jayne L. Hyde	6 Hallmark Garden #1	2003
Robert M. Meaney	15 Sears St.	2003
Hope M. Paulsen	8 St. Mary Rd.	2003

Stormwater Management Advisory Committee Ad Hoc

James J. Dion	Board of Health
Marylee Everett	Conservation Commission
Charles E. Fuller	3 Rolling Ln.
Gary Gianino	Board of Selectmen
Tom Hayes	Town Engineer
Jayne L. Hyde	Planning Board
Terry McSweeney	Board of Health

Town Common Oversight 1 year Ad Hoc

Carolyn R. Engel	9 Park Dr.	2003
Joan McSweeney	1 Doris St.	2003
Elaine Zuccaro	6 Pearson Circle	2003

Appointments made by: Moderator

Bylaw Review Committee(5) 1 year Standing

Richard H. Howard	158 Wilmington Rd.	2003
Jerome J. Lynch, Jr.	6 Winn St.	2003

Bylaw Review Committee(5) 1 year Standing

Evelyn M. Mottolo	3 Dover Dr.	2003
Judith G. Wasserman	3 Indian Hill Rd.	2003
David J. Woodilla	3 Barnum Rd.	2003

Capital Budget Committee(7) 3 years Standing

Thomas D. Conley, Jr.	20 Corcoran Rd.	2004
Sharmili Das	3 Thomas St.	2005
Charles S. Gilman	45 Westwood St.	2004
<i>Appt. 6/00</i>		
Joseph E. Morandi	7 Winona Rd.	2005
Michael S. Runyan	7A Mountain Rd.	2003
John J. Ryan	7 Grandview Ave.	2003
Walter T. Zenkin	2 Toomey Cir.	2004
<i>Appt. 7/00</i>		

Facilities Committee (7) 2 years Standing

William F. Callahan	6 Carter Rd.	2004
Patricia A. Carew	19 Winter St.	2004
Sean P. Connors	14 Sears St.	2003
Paul V. Gedick	5 County Rd.	2004
Robert J. Gouveia	258 Winn St.	2003
Linda J. Lewis	144 Winn St.	2003
Sharon Marie Sotiros	17 Hart St.	2003

Human Services Committee(7) 3 years Standing

Anne P. Coady	8 Woodside Ln.	2004
Jean B. Golding	26 Beacon St. 31C	2005
John D. Kelly	14 Oxbow Ln.	2003
Mabel Nevins	26 Sunset Dr.	2003
Cynthia J. Phillips	4 Michael Dr.	2004
Maureen Monaco Ryan	3 Donald Rd.	2005
Joanna Schlansky	4 Gibson St.	2005

Land Use Committee(9) 3 years Standing

Timothy M. Cummings	9 Shea Cir.	2004
Daniel J. Hanafin	15 Colburn St.	2004
Nancy J. Hofferty	10 Purity Springs Rd.	2003
Robert P. Knudsen	3 Bates St.	2003
Karen A. Moyer	7 Kingsdale St.	2005
<i>Appt. 3/01</i>		
Richard J. Roberto	10 Wildwood St.	2003
Mark S. Saia	8 Sumner St.	2005
Paul A. Valleli	14 Marrett Rd.	2004

Rules Committee(13) 1 year Standing

William F. Callahan	6 Carter Rd.	2003
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Rules Committee(13) 1 year Standing

Elaine Lee Carpenter	5 Dearborn Rd.	2003
Kathleen M. Coluci	15 Colburn St.	2003
Mark W. DeCost	38 Manhattan Dr.	2003
Joseph C. George	4 Grandview Ave.	2003
Joan B. Hastings	14 College Rd.	2003
Lori Kashgegian	14 Francis Wyman Rd.	2003
Eleanor N. O'Connell	33 Peach Orchard Rd.	2003
James Patterson	80 Lexington St.	2003
Phyllis D. Roussel	75 Macon Rd.	2003
Teresa A. Tarpey	1 Holly St.	2003
James Tigges	2 Maryvale Rd.	2003
Edward J. Walsh	2 Carol Ave.	2003

Ways & Means Committee(15) 3 years Standing

Marie Ardito	2 Edsel Dr.	2004
Michael J. Austin	84 Locust St.	2005
George R. Cooper	69 Francis Wyman Rd.	2004
Channing L. Entwistle	62 Beaverbrook Rd.	2004
Phillip A. Gallagher	8 Corcoran Rd.	2005
William Gochis	14 Wildwood St.	2004
Virginia M. Hardy	7 Thornton Dr.	2005
Joan B. Hastings	14 College Rd.	2003
Stephen G. Marchese	4 Sears St.	2003
James D. Melchionna	15 Birchcrest St. #111	2003
Frank P. Monaco	18 Corcoran Rd.	2003
Christopher P. Murphy	22 Bedford St.	2005
Richard R. Raso	6 Thornton Dr.	2005
<i>Appt. 6/01</i>		
Robert M. Shea	27 Daniel Dr.	2003
Sharon Marie Sotiros	17 Hart St.	2004

TOWN MEETING MINUTES

ADJOURNED (THIRD) TOWN MEETING

MONDAY, JANUARY 14, 2002
FOGELBERG AUDITORIUM – BHS

A quorum being present, the meeting was called to order at 7:45 P.M. with a salute to the flag. A motion to adjourn to Wed. January 16, 2002 to complete the business of the Warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

The Moderator congratulated and introduced the new Police Chief, Fran Hart, to the membership.

The Meeting was recessed at 7:47 P.M. to convene the Special Town Meeting.

SPECIAL TOWN MEETING

MONDAY, JANUARY 14, 2002
FOGELBERG AUDITORIUM – BHS

ARTICLE 1 RE: Fund DPW Contract

The article was moved and seconded by the Ways & Means Committee who voted 11-0 in favor.

MAJORITY VOTED to transfer from the Town of Burlington Negotiated Salary Account the sum of \$110,000 to fund the Collective Bargaining Agreement between the Town of Burlington and Local 1703 (Department of Public Works).

At 7:57 P.M., a motion to adjourn the Special Town Meeting and reconvene the regular Town Meeting was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (THIRD) TOWN MEETING

MONDAY, JANUARY 14, 2002
FOGELBERG AUDITORIUM – BHS

ARTICLE 1 RE: Reports of Town Officers & Committees

The Moderator announced that committee reports would be heard when respective articles were discussed and that Articles 2 and 3 would be discussed together but voted separately.

ARTICLE 2 RE: Economic Opportunity Area

The article as it appears in the Warrant was moved and seconded by the Ways & Means Committee who voted 11-0 in favor.

MAJORITY VOTED to: (a) designate as an Economic Opportunity Area, pursuant to Massachusetts General Laws Chapter 23A, sections 3A through 3H, for a term of twenty years the land at six, eight and ten Van De Graaff Drive, Burlington, containing approximately 8.56 acres, shown on Assessor Map 53, Parcel 7; and (b) designate said

Economic Opportunity Area as a Tax Increment Financing Zone and adopt, for the purpose of protecting and growing the job base and tax base of the Town, a Tax Increment Financing Plan entitled six and eight Van De Graaff Drive Economic Opportunity Area and TIF Zone, dated April 2001, as amended, on file with the Board of Selectmen and Town Clerk.

ARTICLE 3 RE: Tax Increment Financing Agreement

The article as it appears in the Warrant was moved and seconded by the Ways & Means Committee who voted 11-0 in favor.

MAJORITY VOTED to: (a) approve the form of the Tax Increment Financing (TIF) Agreement between Oracle Corporation and the Town of Burlington on file with the Board of Selectmen to execute the TIF Agreement, and any documents relating thereto, and to take such other actions as are necessary or appropriate to implement those documents; and (b) authorize the Board of Selectmen to approve and certify proposed projects as provided in the TIF Plan and to apply to the Economic Assistance Coordinating Council of the Commonwealth of Massachusetts under the Economic Development Incentive Program for approval and designation of the Economic Opportunity Area, TIF Zone, TIF Plan, and any certified projects, and take such other and further action as may be necessary or appropriate to carry out the purposes of this article.

ARTICLE 4 RE: Risk Assessment at Varsity Field

The article as it appears in the Warrant was moved and seconded by the Ways & Means Committee who voted 3-6 in opposition. Capital Budget Committee voted 4-2 in favor. After some debate, a motion to move the question was moved, seconded and so voted.

MAJORITY VOTED to transfer from Overlay Surplus Account the sum of \$17,590 to conduct a risk assessment of the ground and surface water contamination known to exist at Varsity Field; same to be spent under the direction of the Board of Health.

ARTICLE 5 RE: Funding – Study of Town-wide Facilities Infiltration and Inflow Removal

The article as it appears in the Warrant was moved and seconded by the Ways & Means Committee who voted 9-0 in favor. Capital Budget Committee voted 6-0 in favor.

MAJORITY VOTED to transfer from the Sewer Enterprise Fund the amount of \$144,630 for the purpose of

continuing a Town-wide Facilities Infiltration and Inflow Removal from the sewer system, same to be spent under the direction of the Board of Selectmen.

ARTICLE 6 RE: Simonds Trust

The article as it appears in the Warrant was moved and seconded by the Ways & Means Committee who voted 9-0 in favor.

MAJORITY VOTED to accept from the Trustees under the will of Marshall Simonds the amount of \$9,500 for the maintenance and improvement of Simonds Park, same to be spent under the direction of the Recreation Commissioners.

ARTICLE 7 RE: Purchase of Fire Engine

The article was moved and seconded by the Ways & Means Committee who voted 11-0-1 in favor. Capital Budget Committee voted 5-0-1 in favor.

MAJORITY VOTED to transfer from Article 13, Project #02-9 of the May 2001 Town Meeting, the sum of \$157,908 to Article 7 of the January 14, 2002 Town Meeting for purposes of a lease or a purchase of a new fire engine for the Burlington Fire Department.

At 9:30 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

**TUESDAY, APRIL 23, 2002
TOWN HALL**

At 6:30 P.M., the Town Meeting Members of Precincts 2 and 5 assembled to fill the vacancies created by the election of Mike Runyan (2) to the Housing Authority and the resignation of Joanne Kinchla (5).

Precinct 2 - Present and voting were: P. Carew, A. Olney

Nominations: Jean B. Golding, 26 Beacon St. #31C – Unanimously voted to fill the vacancy until the next election.

Precinct 5 - Present and voting were: P. Angelo, S.

Boari, R. Burkhart, J. Hanley, N. Hofferty,

V. Igo H. Paulsen, P. Roussell, D. Tait

Nominations: Anna Karwan, 8 Francis Wyman Rd.; Auralie Slowey, 13 Paulson Dr., Christopher P. Murphy, 22 Bedford St.

By a vote of Anna Karwan (2), Auralie Slowey (3), and Christopher Murphy (4), Christopher Murphy was appointed to fill the vacancy until the next election.

Attest:

Jane L. Chew

Town Clerk

ADJOURNED (FIRST) TOWN MEETING

**FOGELBERG AUDITORIUM, BHS
MONDAY, MAY 13, 2002**

A quorum being present, the meeting was called to order at 7:40 P.M. with a salute to the flag. The Moderator swore in New Town Meeting Members. A motion to adjourn to Wed. May 15, 2002 to complete the business of the Warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

ARTICLE 1 RE: Reports of Town Officers & Committees

All reports of committees to be heard during the respective article's discussion.

ARTICLE 2 RE: Amend General bylaws, Article II — Representative Town Meeting, Section 1.4, Reapportionment of Voting Precincts and Section 2.0, Town Meeting Members

The article as it appears in the Warrant was moved and seconded. Bylaw Review Committee voted 3-0 in favor.

MAJORITY VOTED to amend the General Bylaws, Article II, Representative Town Meeting Section 1.4, Reapportionment of Voting Precincts by striking the 2nd sentence which reads: "Whenever the town is redivided, the terms of office of all Town Meeting Members shall be terminated, and the provisions of this section shall apply insofar as applicable."

And, further to amend Section 2.0, Town Meeting members, by striking the words "and at each town election next following a redivision of the town into precincts" in the 1st sentence of the 5th paragraph which reads: "At the annual town election of 1994, and at each town election next following a redivision of the town into precincts, eighteen (18) Town Meeting Members shall be elected from each precinct."

And, further, to amend Section 2.0, Town Meeting Members, by striking the words "but not a reprecincting" in the 1st sentence of the 7th paragraph which reads: "At elections subsequent to a reapportionment of representative Town Meeting seats, but not a reprecincting, no term of office of an incumbent Town Meeting Member shall be reduced." And, further, to insert the following new paragraph after the 7th paragraph: "A Town Meeting Member who is removed by a revision of precincts from the precinct from which the member was elected shall not retain membership after the next annual election as an elected member from the precinct from which the member has been removed. The term of a Town Meeting Member who is not removed by a revision of precincts from the precinct from which the member was elected shall not be affected by such revision."

And, further to petition the legislature to amend Section 4 of Chapter 686, An Act Establishing a Representative Town Meeting Form of Government in the Town of Burlington, by striking the words "and at each town election next following a redivision of the town into precincts" in the 1st sentence.

And further, to authorize the General Court to make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of this petition.

Approved by the A.G. . Published Daily Times .

ARTICLE 3 RE: Amend General Bylaws, Article II — Representative Town Meeting (Ethics)

The article as it appears in the Warrant was moved and seconded. Bylaw Review Committee voted 3-0 in opposition.

MAJORITY VOTED amend the General Bylaws by inserting at the conclusion of Article II of the General Bylaws a new section to provide as follows:

Any Town official, including a Town Meeting Representative, shall disclose his or her financial interest, or

that of any person related to the official, prior to speaking on any warrant article or budget item. For the purposes of this section, a town official is "related to" another person if that person is his or her spouse, parent, child, brother, sister or in-law. Provided, however, that any Town Meeting Representative who has a financial interest as set forth in this section shall consider a voluntary abstention from voting on the warrant article or budget item in question. Notification of such abstention shall, if possible, be given to the Moderator in writing before the session in which the article is considered, but at least before debate on the article.

And further to amend Rule #5 of the Town Meeting Rules by inserting: in the second paragraph after the words, "any person" the words ", including Town officials and Town Meeting Representatives,"; in the third paragraph after the words "any person" the words "including Town officials and Town Meeting Representatives," and after the words "such relationship" the words "and financial interest".

Approved by the A.G. . Published Daily Times .

ARTICLE 4 RE: Amend General Bylaws, Article II — Representative Town Meeting (Bylaws)

The article as it appears in the Warrant was moved and seconded. Bylaw Review Committee voted 3-0 in favor.

MAJORITY VOTED to amend the General Bylaws by inserting at the conclusion of Article II of the General Bylaws a new section to provide as follows:

The Town Clerk shall make available to each Town Meeting Representative upon such member being sworn into office a complete set of Town Bylaws, including Zoning Bylaws and all related documents.

Approved by the A.G. . Published Daily Times .

ARTICLE 5 RE: Amend General Bylaws, Article III— Procedure Town Meeting (Town Meeting Attendance)

The article was moved and seconded. Bylaw Review Committee voted 3-0 in opposition. A motion to amend by striking the words "forthwith after the conclusion of each session of the Representative Town Meeting and any Special Town Meeting, shall publish once in the two local papers" and substituting therefore the words "shall, one week prior to the April Town Election, publish in a newspaper of general circulation within the Town" was moved, seconded. Amendment failed.

MAJORITY VOTED to amend the General Bylaws by inserting at the conclusion of Article III of the General Bylaws a new section to provide as follows:

The Town Clerk, forthwith after the conclusion of each session of the Representative Town Meeting and any Special Town Meeting, shall publish once in the two local newspapers of general circulation within the Town complete Town Meeting Representative attendance records which indicate the presence or absence of each Town Meeting Representative for each night of Town Meeting.

Approved by the A.G. . Published Daily Times .

ARTICLE 6 RE: Amend General Bylaws, Article III – Procedure of Town Meeting (Roll Call Votes)

The article as it appears in the Warrant was moved and seconded. Bylaw Review Committee voted 3-0 in opposition. A motion to end debate was moved, seconded and so voted.

The main motion failed.

ARTICLE 7 RE: Amend General Bylaws, Article III – Procedure of Town Meeting (Report of Town Officials)

The article was moved and seconded. Bylaw Review Committee voted 3-0 in favor.

MAJORITY VOTED to amend the General Bylaws by inserting at the conclusion of Article III of the General Bylaws a new section to provide as follows:

Two weeks prior to the first and adjourned sessions of the Representative Town Meeting, and any Special Town Meeting, Town Meeting Representatives shall be provided with a written report prepared by the supervising authority stating the current status of all open warrant articles and projects arising from such warrant articles. The information contained in the report shall include, but not be limited to, actions taken, schedule, expenditures made, and any other information of substance, including legal issues.

Approved by the A.G. . Published Daily Times .

A motion to postpone Article 20 until Monday, May 20, 2002 at 7:30 P.M. was moved and seconded. There was a division of the house and tellers were appointed. By a vote of 41 in favor and 50 opposed, the motion failed.

A motion to postpone Article 20 until Wednesday, May 15, 2002 at 7:30 P.M. was moved, seconded and so voted.

A motion to postpone Article 10 until Wednesday, May 15, 2002 at 7:30 P.M. was moved, seconded and so voted.

A motion to postpone Article 21 until Wednesday, May 15, 2002 at 7:30 P.M. was moved, seconded and so voted.

ARTICLE 8 RE: Amend General Bylaws, Article III – Procedure of Town Meeting (Financial Articles)

MOTION WITHDRAWN WITHOUT OBJECTION

ARTICLE 9 RE: Prouty Road Street Acceptance

The article as it appears in the warrant was moved and seconded.

UNANIMOUSLY VOTED to accept the altered layout as a Town way of Prouty Road, as shown on the plan entitled "Street Acceptance Plan – Prouty Road – Burlington, Massachusetts," dated March 12, 2002, prepared by T.F. Moran Inc.; and to see if the Town will further vote to authorize the Board of Selectmen to acquire by gift an easement to use the area within said layout for all purposes for which public ways are used in the Town of Burlington, said way as so altered being bounded and described as shown on said plan.

ARTICLE 11 RE: Birchcrest St. Alteration of Layout – DPW

The article as it appears in the warrant was moved and seconded.

UNANIMOUSLY VOTED to accept the altered layout as a Town way of Birchcrest Street, as shown on the plan entitled "PLAN of Land at Birchcrest & Sullivan St. in Burlington, Mass" by Northeastern Engineering Associated, Burlington, MA, dated February 23, 2001, revised March 19, 2001; and to see if the Town will further vote to authorize the board of Selectmen to acquire by gift an easement to use the area within said layout for all purposes for which public ways are used in the town of Burlington, said way as so altered being bounded and described as shown on said plan.

ARTICLE 12 RE: Petition the General Court - Exempt Positions from Civil Service

MOTION WITHDRAWN WITHOUT OBJECTION

ARTICLE 13 RE: Petition the General Court - Multiple Offices

The article was moved and seconded. A motion to end debate was moved, seconded and so voted.

MAJORITY VOTED to authorize the Board of Selectmen to petition the General Court for a special act, providing that legislation be adopted as follows:

An Act relative to Limitation on Office Holding for Elected Officials in the Town of Burlington.

Section One: Notwithstanding any general or special law to the contrary, elected officials may hold only one elected position in the Town of Burlington. If any elected official is elected to an additional office in violation of the above prohibition, the elected official will be deemed to have vacated the initial office held upon being sworn in to the new office; provided, however, that if the elected official fails to be sworn into the new office within 10 days of the date of the election, the new office shall be declared vacant.

Section Two: After approval by the General Court, this Act shall be presented to the voters at the next following annual town election. The ballot question shall take the following form:

"Shall the Town of Burlington accept an Act passed by the General Court entitled, "An Act relative to Limitations on Office Holding for Elected Officials in the Town of Burlington?"

If a majority of voters voting on the question vote yes, this Act shall take effect immediately. Provided, however, that any person already holding office at the time the Act is accepted, shall be exempt from the operation of Sections One of the Act until the expiration of the person's current elected term.

The General Court may only make clerical or editorial changes of form to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court. The Board of Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

ARTICLE 14 RE: School Bus Transportation Contract Extension

The article as it appears in the warrant was moved and seconded by the Ways & Means Committee who voted in favor to approve a two-year extension of the bus transportation contract between the Town of Burlington and A&F Bus company Inc. pursuant to paragraph #2 of the parties contract dated March 31, 1999 (see backup material).

ARTICLE 15 RE: Transfer of Funds FY'02 Various Accounts

The article was moved and seconded by the Ways & Means Committee who voted 10-0-1 in favor.

MAJORITY VOTED to transfer from: Negotiated Settlements the sum of \$272,625; Snow & Ice Account the sum of \$60,000; and Overlay Reserve the sum of \$223,985 for a total of \$556,610 to pay for expenses incurred in Fiscal Year 2002 to the following accounts same to be spend under the direction of the appropriate authorities:

Police Salaries	275,000
BMEA Salaries	81,610
DPW Salaries	120,000
Police Medical (41-111F)	30,000
Legal-Collective Bargaining	50,000

ARTICLE 16 RE: Administrative & Professional Compensation Plan

The article was moved and seconded by the Ways & Means Committee who voted 9-0-0 in favor.

MAJORITY VOTED to adopt the Administrative & Professional Compensation Plan for Fiscal Year 2003 and to transfer from Overlay Reserve the amount of \$57,000, to fund same plan, same to be spend under the direction of the appropriate authorities.

ARTICLE 17 RE: Fund/and Amend Part-time Salary Plan (under 20 hours)

The article was moved and seconded by the Ways & Means Committee who voted 9-0-0 in favor.

MAJORITY VOTED to adopt the Part-time Salary Plan (under 20 hours) for Fiscal Year 2003 in the amount of \$5,000, same to be transferred from the Overlay Reserve; and furthermore to amend said plan by adding a new section K to create a pay scale for Specialized Interns working within our Departments, same to be spend under the direction of the appropriate authorities.

The Town Accountant presented the 5-Year Financial Plan.

ARTICLE 18 RE: Funding FY '03 Operating Budget

The article as it appears in the warrant was moved and seconded by the Ways & Means Committee.

The budget was voted as a whole with the exception of the following budgets that were voted individually: Central Admin (35-48), Conservation (52-54), DPW (84-98), COA (101-106), BOH (112-122.5), Shawsheen (132), Local Education (133)

MAJORITY VOTED to raise and appropriate or transfer from free cash, as indicated, a sum of 70,482,710 for the items contained within the following Fiscal Year 2003 Operating Budget, same to be spent under the appropriate authorities:

RAISE AND APPROPRIATE:

Treasurer/Collector - Line 1-3

Salaries	379,951
Expenses	15,358
Special Accounts:	
Interest Fund	200
Total	395,509

Assessors - Line 4-6

Salaries	229,645
Expenses	28,030
Special Accounts	0
Total	257,675

Town Clerk - Line 7-9

Salaries	189,992
Expenses	16,075
Special Accounts	34,656
Total	240,723

Moderator - Line 10-11

Salaries	150
Expenses	75
Total	225

Planning Board - Line 12-13

Salaries	144,892
Expenses	11,591
Total	156,483

Ways & Means - Line 14-15

Salaries	1,731
Expenses	350
Total	2,081

Capital Budget - Line 16-17

Salaries	900
Expenses	25
Total	925

Town Admin./Selectmen - Line 18-20

Salaries	303,205
Expenses	8,377

Special Accounts:

Misc. Expenses	17,000
Local Trans. (B-line) (F)	181,910
Total	510,492

Human Resources – Line 20.1-20.3

Salaries	32,630
Expenses	7,888

Special Accounts:

Computer Training Employees	10,000
BMEA/Education	3,500
Total	54,018

Legal - Line 21-24

Legal Fees	120,000
Collective Bargaining	50,000
Tax Title	2,500
Cable TV Negotiations	3,000
Total	175,500

Accounting - Line 25-26

Salaries	207,597
Expenses	675
Total	208,272

Management Info Systems - Line 27-28

Salaries	66,596
Expenses	154,056
Total	220,652

Town Meeting & Reports - Line 29-30

Salaries	3,610
Expenses	18,060
Total	21,670

Registrar of Voters - Line 31-32

Salaries	1,000
Expenses	5,950
Total	6,950

Town Facilities - Line 33-34

Salaries	245,964
Expenses	400,197
Total	646,161

Central Administration - Line 35-48

Central Supply	107,000
Central Machines	27,000
Surplus Buildings	10
Chapter 32B – Health Ins. (F)	5,928,022
Unemployment Comp. (F)	30,000
Pension Reimburse (F)	3,000
Town Insurance (F)	575,000
Financial Audit (F)	36,000
BMEA Education	0 (see Human Resources)
Employee Assist. Program	0
Medicare Tax (F)	315,000
Charles George Settlement (F)	123,657
Memorial Day/Veterans Day	0 (see Veteran Director)
Fourth of July	0
Total	7,144,689

Board Of Appeals - Line 49-51

Salaries	9,734
Expenses	275
Advertising & Mailing	3,700
Total	13,709

Conservation Commission - Line 52-54

Salaries	122,663
Expenses	6,115
Special Accounts:	
Land Mgmt/Legal ads	5,500
Stream Cleaning	20,000
Total	154,278

Historical Commission - Line 55

Expenses	2,159
Total	2,159

Sealer of Weights - Line 56-57

Salaries	4,944
Expenses	900
Total	5,844

Fire Department - Line 58-68.5

Salaries	3,940,362
Expenses	294,784
Special Accounts:	
Medical & Hospital	20,000
Recertification of EMTs	2,730
Tuition & Books	7,000
Clothing Allowance	27,000
Licenses & Certifications	1,000

Town of Burlington

Fire Prevention	7,000
Arson Investigation	900
Training	18,000
HazMat Training/Mgmt.	3,000
Termination Buyback	10
Wellness Program	3,400
Total	4,325,186

Emergency Management Service - Line 69-73

Salaries	5,000
Expenses	19,040
Special Accounts:	
Education	200
Surplus Property	10
Emergency Fund	10
Total	24,260

Building Inspector - Line 74-76

Salaries	340,637
Expenses	25,445
Special Accounts:	
Hazardous Structures	10
Total	366,082

Police Department - Line 77-83

Salaries	4,485,346
Expenses	348,229
Special Accounts:	
Clothing Officer/Traffic Supv.	75,730
Education	46,700
NEMLEC	4,300
Medical (411-F)	20,000
Dead Animal Disposal	1,680
Total	4,981,985

Department of Public Works - Line 84-98

Salaries	2,859,411
Expenses	1,457,922
Special Accounts:	
Administration	
Clothing	12,940
Physical Exams	2,000
Education	3,000
License Renewal	8,500

Highway

Highway 1	74,034
Lane Painting	42,800
Snow & Ice	350,000
Tree Care	19,000

Water & Sewer

Well Cleaning	35,000
Well Pumping	0
Mod. of Well Seal & Perco	7,000
Rubbish & Garbage (F)	2,490,720
Street Lights (F)	422,300
Swift Law (F)	13,000
Total	7,797,627

Community Life Center - Line 99-100

Salaries	306,169
Expenses	17,210
Total	323,379

Council on Aging - Line 101-106

Salaries	103,524
Expenses	11,120

Special Accounts:

Holiday Baskets	400
Minuteman Homecare	4,254
Emergency Account	300
Property Tax Work-Off Program	14,500
Total	134,098

Disability Access - Line 107-108

Salaries	1,327
Expenses	750
Total	2,077

Veteran's Services - Line 109-111.5

Salaries	74,305
Expenses	6,100
Special Accounts:	
Veterans Aid	40,000
Memorial & Veteran's Day	2,500
Total	122,905

Board of Health - Line 112-122.5

Salaries	273,280
Expenses	31,550
Special Accounts:	
Mosquito Control (F)	28,800
Clinics	3,350
TB Hospital	10
CMARC	10,200

Community Human Service	8,000
Home Health Service	2,000
Premature Babies	10
Hospice	1,500
Hazardous Waste Collection (F)	34,000
Lahey Community Clinic	580
Total	393,280

Recreation Director - Line 123-126

Salaries	394,644
Expenses	36,345

Special Accounts:

Fee Supported Programs	0
Transportation	10,800
Total	441,789

Recreation Maintenance - Line 127-128.a

Salaries	582,729
Expenses	130,692

Special Accounts:

Fence Replacement	7,500
Total	720,921

Library - Line 129-131.5

Salaries	632,415
Expenses	127,556

Special Accounts:

Books/Periodicals	119,650
PC Replacement	0
Total	879,621

A motion to postpone Line 132 until Wednesday, May 15, 2002 was moved, seconded and so voted.

TRANSFER FROM FREE CASH:

Shawsheen Valley School - Line 132 (F) Postponed

RAISE AND APPROPRIATE:

Local Education - Line 133 30,064,587

Debt Service - Line 134-136

Principal (F)	2,005,000
Interest (F)	1,075,240
Temporary Interest (F)	0
Total	3,080,240

TRANSFER FROM FREE CASH:

Reserve Fund - Line 137 200,000

RAISE AND APPROPRIATE:

County Retirement - Line 138 (F) 2,656,657

TRANSFER FROM FREE CASH:

Negotiated Settlements - Line 139 400,000

Stabilization - Line 140 (F) 350,000

Retirement Buy-Out - Line 141 Motion Withdrawn

ARTICLE 19 RE: Funding FY'03 Capital Budget

The article as it appears in the warrant was moved and seconded.

MAJORITY VOTED to raise and appropriate, transfer, or borrow, as indicated, a sum of 1,191,807 for the items contained within the following proposed Fiscal Year 2003 Capital Budget, same to be spent under the appropriate authorities as indicated:

Project No.	Department Project Name/Description	Spending Authority	Approp. Request
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FROM SEWER SURPLUS FUND: 03-1 THRU 03-5

03-1	DPW — Backhoe	Selectmen	75,000
03-2	DPW — Equipment, Water & Sewer Billing Software	Selectmen	55,000
03-3	DPW — Materials	Selectmen	15,000
03-4	DPW — I/I Removal	Selectmen	130,000
03-5	DPW — Equipment Replacement/Generator	Selectmen	31,000

FROM CHAPTER 90: 03-6

03-6	DPW — Pavement Management (Chapter 90)	Selectmen	470,807
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FROM OVERLAY RESERVE: 03-7 THRU 03-12 (03-9*)

03-7	DPW — Water Distribution	Selectmen	110,000
03-8	DPW — Water Tower Cleaning	Selectmen	55,000

A motion to take Article 31 out of order to discuss with item 03-9 and vote separately was moved, seconded and so voted. A motion to end debate was moved, seconded and so voted.

03-9*	DPW — Brook Cleaning	Selectmen	250,000
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Majority voted to transfer from Overlay Reserve the sum of \$75,000, to raise and appropriate the sum of \$95,000, and to transfer from the Oracle TIF Agreement the sum of \$80,000 for a total of \$250,000 to dredge sediments using

vacuum dredging or machine dredging methods only from Long Meadow Brook and Sandy Brook, same to be spent under the direction of the Department of Public Works.

ARTICLE 31 RE: Stream Cleaning

MOTION WITHDRAWN WITHOUT OBJECTION

At 10:50 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (FIRST) TOWN MEETING

**FOGELBERG AUDITORIUM, BHS
WEDNESDAY, MAY 15, 2002**

A quorum being present, the meeting was called to order at 7:40 P.M. with a salute to the flag. A motion to adjourn to Monday, May 20, 2002 to complete the business of the Warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

Article 18, Line 132, Shawsheen Valley School was taken up as the first order of business without objection.

ARTICLE 18 RE: Funding FY '03 Operating Budget – Continued

MAJORITY VOTED to raise and appropriate or transfer from free cash a sum of 1,036,657 for the items contained within the following Fiscal Year 2003 Operating Budget, same to be spent under the appropriate authorities as indicated:

TRANSFER FROM FREE CASH:

Shawsheen Valley School - Line 132 (F)1,036,657

Articles 20, and 21 and 10 were put before the body to discuss together and vote separately without objection.

ARTICLE 20 RE: Bond Authorization

The article was moved and seconded by the Ways & Means Committee who voted 10-1-0 in favor. The Capital Budget Committee voted 5-0-2 in favor.

A motion to strike the figure \$10,600,000 and substitute therefore the figure \$10,609,650 was moved, seconded and so voted.

A motion to amend Article 20 by adding the following sentence: "Town Meeting acknowledges that placement on the waiting list does not guarantee a grant award within any particular time, and therefore, it may be necessary for the town to issue permanent financing before a grant award is received." was moved and seconded. Amendment failed.

A motion to end debate was moved and seconded. There was a division of the house and tellers were appointed. By a vote of 57 in favor and 35 opposed, the motion to end debate failed.

After further debate, a motion to end debate was moved, seconded and so voted. There was a division of the house and tellers were appointed. By a standing vote of 59 in favor and 29 opposed, the main motion as amended carried. Seven members stood for a roll call vote.

ON A ROLL CALL VOTE OF 58 IN FAVOR, 31 OPPOSED, AND 3 ABSTENTIONS, THE MAIN MOTION AS AMENDED FAILED TO OBTAIN THE REQUIRED 2/3 VOTE.

ARTICLE 21 RE: Temporary BANS

MOTION WITHDRAWN WITHOUT OBJECTION

ARTICLE 10 RE: Transfer of Wildwood School Site to Burlington School Committee

MOTION WITHDRAWN WITHOUT OBJECTION

At 11:15 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (FIRST) TOWN MEETING

**FOGELBERG AUDITORIUM, BHS
MONDAY, MAY 20, 2002**

A quorum being present, the meeting was called to order at 7:40 P.M. with a salute to the flag. A motion to adjourn to Wednesday, May 22, 2002 to complete the business of the Warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

The Moderator announced notice of reconsideration on Article 20 was received.

An update on the challenge to Chapter 40B, Comprehensive Permits, was presented to the members by Phil Gallagher, Jayne Hyde and Rep. Charles Murphy.

ARTICLE 19 RE: Funding FY'03 Capital Budget - Continued

MAJORITY VOTED to raise and appropriate, transfer, or borrow, as indicated, a sum of \$333,950 for the items contained within the following proposed Fiscal Year 2003 Capital Budget, same to be spent under the appropriate authorities as indicated:

Project No.	Department Project Name/Description	Spending Authority	Approp. Request
03-10	DPW – Mill Pond Sludge Removal	Selectmen	40,000
03-11	DPW – Leak Detection	Selectmen	20,000
03-12	MIS – Facilities Telemetry (Pilot)	Selectmen	24,250

RAISE AND APPROPRIATE: 03-13 THRU 03-19

03-13	Facilities – Highway Garage-Roof Replacement	Selectmen	60,000
03-14	Recreation – Roof Replacement (Players' Building)	Rec. Comm.	64,000
03-15	Recreation – Marvin Field/ Light Replacement	Rec. Comm.	33,000
03-16	Recreation – Bleacher Replacement	Rec. Comm.	11,700
03-17	Recreation – Vehicle Replacement	Rec. Comm.	29,000
03-18	School – Café Equipment & Infrastructure Replacement	School Com.	42,800

A motion to amend item 03-19 by striking the figure of \$159,200 and substituting therefore the figure \$9,200 was moved, seconded and so voted. Main motion as amended carried.

03-19	School – System-Wide Security Equipment	School Comm.	9,200
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ARTICLE 22 RE: Fund the IAFF Contract

The article as it appears in the warrant was moved and seconded by the Ways & Means Committee who voted in favor.

MAJORITY VOTED to transfer from the FY03 Negotiated Settlement Account the sum of \$175,000 to fund the approved International Association of Firefighters (IAFF) Collective Bargaining Agreement, same to be spent under the appropriate authorities.

ARTICLE 23 RE: Drug & Alcohol Task Force

The article as it appears in the warrant was moved and seconded by the Ways & Means Committee who voted 10-0-0 in favor.

MAJORITY VOTED to raise and appropriate the sum of \$2,500 to fund the expenses of the Burlington Drug & Alcohol Task Force, same to be spent under the direction of the Board of Selectmen.

ARTICLE 24 RE: Ice Palace Enterprise Fund

The article as it appears in the warrant was moved and seconded by the Ways & Means Committee who voted 11-0-1 in favor.

MAJORITY VOTED to transfer \$653,478 from FY03 Ice Palace Receipts to operate the Burlington Ice Palace, same to be spent under the direction of the Board of Selectmen.

ARTICLE 25 RE: Will of Marshall Simonds

The article was moved and seconded by the Ways & Means Committee who voted 10-0-0 in favor.

MAJORITY VOTED to accept from the Trustees under the will of Marshall Simonds the sum of \$9,500 for the maintenance and improvement of Simonds Park, same to be spent under the direction of the Recreation Commissioners.

ARTICLE 26 RE: Community Custodial Fees

The article was moved and seconded by the Ways & Means Committee who voted 10-0-0 in favor.

MAJORITY VOTED to raise and appropriate the sum of \$25,225 to be expended under the direction of the Burlington School Committee for the purposes of Community Custodial Fees for the events to be covered for Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non-profit Burlington Civic Organizations.

ARTICLE 27 RE: Sewer Services Enterprise Fund

The article was moved and seconded by the Ways & Means Committee who voted 10-0-0 in favor.

MAJORITY VOTED to provide the sum of \$3,274,741 for the Burlington Sewer Services Enterprise Account, of which \$3,274,741 will come from the Burlington Sewer Estimated Revenue Account.

ARTICLE 28 RE: Annual Report/Print Warrants

The article was moved and seconded by the Ways & Means Committee who voted 13-0-0 in favor.

MAJORITY VOTED to raise and appropriate the sum of \$1,500 and change the existing bylaws and rules such that the summary of each warrant article and the subsequent vote shall be included in the Town's Annual Report publication.

ARTICLE 29 RE: Publish Warrant/Newspapers

The article was moved and seconded by the Ways & Means Committee who voted 1-12-0 in opposition.

DEFEATED

ARTICLE 30 RE: Marion Road/Purchase Conservation Land

MOTION WITHDRAWN WITHOUT OBJECTION

ARTICLE 32 RE: S. Bedford Street Culvert Replacement

The article as it appears in the warrant was moved and seconded by the Ways & Means Committee who voted in opposition. Capital Budget voted 1-6 in opposition. A motion to postpone indefinitely was moved and seconded. A motion to end debate was moved and seconded and so voted. There was a division of the house and tellers were appointed.

BY A VOTE OF 55 IN FAVOR AND 28 OPPOSED, THE TOWN VOTED TO POSTPONE INDEFINITELY.

At 11:15 P.M. a motion to adjourn was moved, seconded and so voted.

Attest:

Eleanor M. Gelinas
Assistant Town Clerk

ADJOURNED (FIRST) TOWN MEETING

FOGELBERG AUDITORIUM, BHS
WEDNESDAY, MAY 22, 2002

A quorum being present, the meeting was called to order at 7:40 P.M. with a salute to the flag. A motion to adjourn to Wednesday, May 29, 2002 to complete the business of the Warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

ARTICLE 33 RE: Athletic Field Assessment

The article was moved and seconded by the Ways & Means Committee who voted 13-0-0 in favor.

MAJORITY VOTED to raise and appropriate the sum of \$40,000 for the purpose of the Board of Health to fund an environmental assessment of the athletic fields at the high school and to hire a Licensed Site Professional (LSP) to conduct a peer review of the environmental assessment and remedial activities initiated for the petroleum and hazardous materials releases occurring at 108, 110, 116, 118, and 120 Cambridge Street, and 6 Anna Road.

ARTICLE 34 RE: GASB - 34

The article was moved and seconded by the Ways & Means Committee who voted 10-0-0 in favor.

MAJORITY VOTED to raise and appropriate the sum of \$40,000 to pay for software upgrades and services in the Accountants Office to comply with GASB-34 (Asset Reconciliations) requirements.

ARTICLE 35 RE: B-Line Expansion

The article was moved and seconded by the Ways & Means Committee who voted 11-2-0 in favor.

MAJORITY VOTED to raise and appropriate the sum of \$36,000 to provide for expanded hours for the B-Line service and report on rider-ship impact.

A motion to reconsider Article 20 was moved, seconded. There was a division of the house and tellers were appointed. By a vote of 52 in favor 36 opposed, the motion to reconsider failed. Seven members stood for a roll call vote.

ON A ROLL CALL VOTE OF 56 IN FAVOR, 36 OPPOSED, 2 ABSTENTIONS, THE MOTION TO RECONSIDER FAILED TO OBTAIN THE REQUIRED 2/3 VOTE.

Resolution #1, offered by Paul Valleli, TMM Precinct 3, Carried:

An Energy Conservation Measure regarding Light Pollution in the Town of Burlington May 2002

Resolution for the Town Administration to establish a new Zoning Bylaw study committee.

Whereas; properly designed and installed outdoor lighting fixtures can be, and is very useful in improving visibility and safety and a sense of security, while at the same time minimizing energy use and operating costs.

Whereas; glare from poorly-designed or poorly-installed lighting can cause a safety hazard by severely hampering the vision of pedestrians, drivers, and cyclists.

Whereas; poor outdoor lighting causes light trespass. That is, such lighting shines outward onto neighborhood properties and into bedroom windows, reducing privacy, hindering sleep, and creating an un-attractive appearance to the area.

Whereas; much outdoor lighting wastes energy because it is not well-designed by a cognizant engineer. Estimates by the International Dark Sky Association indicate a waste of at least 1_ billion dollars per year in the United States, alone! This waste results in higher operating costs and increased environmental pollution from the extra power generation and facilities needed....and all that is accomplished is lighting up the night sky.

Whereas; each year, millions of migrating birds die after becoming disoriented and then collide with tower/tall building spotlights. (Audubon Society Study)

Therefore, be it resolved that the Town Administrator appoint a committee to study the problems of light pollution as it affects residents and the business community of the Town of Burlington.

Further, The Commission (mission statement) of the committee shall be:

The committee is to report the findings of the study on a timely schedule to the public at-large and to propose Zoning Bylaw Additions/Revisions and/or Building Code Recommendations for lighting standards for consideration by Town Meeting Members and the various responsible Boards such as Planning, BOS, Conservation, DPW.

Resolution #2, offered by James Williams, TMM Precinct 3, Carried:

Seek Alternative Stream Cleaning Methods

Be it resolved that Town Meeting respectfully requests the appropriate elected and appointed Town officials to give serious consideration to alternative methods of

stream cleaning and dredging which are less expensive and more effective than what is currently the preferred method, and which are methods being successfully used by other communities in the Commonwealth of Massachusetts.

Resolution #3, offered by Anne Rowe, TMM Precinct 3, Failed:

Be it resolved that the Burlington Town Meeting obtain a written, signed opinion from Town Counsel regarding new information before a reconsideration of a vote.

At 8:45 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Eleanor M. Gelinas
Assistant Town Clerk

SPECIAL TOWN MEETING

WEDNESDAY, JUNE 26, 2002
FOGELBERG AUDITORIUM – BHS

A quorum being present, the meeting was called to order at 7:40 P.M. with a salute to the flag. The Moderator asked for a moment of silence in memory of Frank Baxter, former longtime Planning Board Member. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

The Moderator notified the members of a Resolution to be taken up at the end of the meeting. A motion to take Article 7 out of order was moved and seconded. Motion failed.

ARTICLE 1 RE: Bond Authorization

The article was moved and seconded by the Ways & Means Committee who voted 8-4 in favor. Capital Budget Committee voted 4-0 in favor. After considerable debate a motion to end debate was moved and seconded. There was a division of the house and tellers were appointed. By a vote of 48 in favor and 33 opposed, the motion to end debate failed. After continued discussion, a motion to end debate was moved, seconded and so voted.

There was a division of the house and tellers were appointed. BY A VOTE OF 54 IN FAVOR AND 33 OPPOSED, THE MAIN MOTION FAILED.

ARTICLE 2 RE: Temporary BANS
MOTION WITHDRAWN WITHOUT OBJECTION

ARTICLE 3 RE: Transfer of Wildwood School Site to the Burlington School Committee
MOTION WITHDRAWN WITHOUT OBJECTION

ARTICLE 4 RE: Amend General Bylaws, Article III
The article as it appears in the warrant was moved and seconded by the Ways & Means Committee. A motion to amend by inserting the word "capital" after the word "financial" where it appears, and to strike the word "unanimously" was moved and seconded. Amendment carried.

A motion to Postpone until September was moved, seconded and so voted.

ARTICLE 5 RE: Amend General Bylaws, Article III
The article as it appears in the warrant was moved and seconded by the Ways & Means Committee.
A motion to Postpone until September was moved, seconded and so voted.

ARTICLE 6 RE: Amend General Bylaws, Article III
The article as it appears in the warrant was moved and seconded by the Ways & Means Committee. An amendment to strike the words "requiring the" and inserting therefore the words "that ultimately will require bonding and an" was moved and seconded. Amendment withdrawn. A motion to end debate was moved, seconded and so voted.

DEFEATED

ARTICLE 7 RE: School Enrollment/Space Assessment
The article as it appears in the warrant was moved and seconded by the Ways & Means Committee who voted 3-9-1 in opposition. After some debate, a motion to end debate was moved, seconded and so voted.

DEFEATED

RESOLUTION #1 – offered by J. George, Precinct 2
Be it resolved to ask Town Meeting whether it is the sense of this meeting that a referendum petition be filed to overturn the vote under Article I. Resolution Withdrawn.

At 11:20 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (SECOND) TOWN MEETING

FOGELBERG AUDITORIUM, BHS
MONDAY, SEPTEMBER 9, 2002

A quorum being present, the meeting was called to order at 7:55 P.M. with a salute to the flag. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

The Selectmen were meeting and not present at the convening of the meeting. The Moderator proceeded with articles of other departments.

ARTICLE 2 RE: Annual Town Election Date 2003

The article as it appears in the warrant was moved and seconded.

MAJORITY VOTED to set the Annual Town Election Date as Saturday, April 5, 2003 between the hours of 8:00am until 8:00pm.

ARTICLE 3 RE: Amend Administrative and Professional Classification Plan/Director of Health Services

The article as it appears in the warrant was moved and seconded. A motion to postpone until the January 2003 Town Meeting was moved and seconded.

MAJORITY VOTED to postpone until January 2003.

ARTICLE 7 RE: Marion Road/Purchase Conservation Land

The article was moved and seconded. Ways and Means voted 10-0-1 in favor. Capital Budget Committee voted 5-0-0 in favor.

UNANIMOUSLY VOTED to:

- a) to provide the sum of \$700,000.00 (Seven Hundred Thousand and 00/100 Dollars) for the purpose of acquiring, for conservation and passive recreation purposes, the fee ownership interest in that property, or in a portion of that property, located on Marion Road, Burlington, Middlesex County, shown as Assessor's Parcel 235 on Map 21, and consisting of approximately 15.7 acres, said property now or formerly owned by John H. McCarthy and Mona M. Burton; and
- b) authorize the Conservation Commission to acquire the fee ownership interest in said property, or in a portion of said

property, for conservation and passive recreation purposes subject to the protections of Article 97 of the Amendments of the Massachusetts Constitution, upon such terms and conditions as the Conservation Commission, with the approval of the Board of Selectmen, shall determine to be appropriate, and that said interests in said property be conveyed to the Town under the provisions of Massachusetts General Laws, Chapter 40, section 8C, as it may hereafter be amended, and other Massachusetts statutes relating to conservation, to be managed and controlled by the Conservation Commission; and

- c) authorize the Conservation Commission to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Executive Office of Environmental Affairs and under any state and/or federal programs including those in aid of conservation land acquisition and to receive and accept such grants or reimbursement for this purpose, and/or any others in any way connected with the scope of this Article, and that the Board of Selectmen and/or the Conservation Commission be authorized to enter into all agreements and execute any and all instruments, including a grant of a perpetual conservation restriction to the Department of Environmental Management or any other state or federal agency, which may contain, among other things, an access easement to the public at large to use the property at no charge, as may be necessary on behalf of the Town to effect said purchase or obtain such grant; and

- d) authorize the Conservation Commission, the Board of Selectmen, and Town officers to take all related actions necessary or appropriate to carry out this acquisition, or act or transact anything in relation thereto;

and furthermore to accept and to transfer from the Route 3N Open Space Grant the sum of \$466,666 and transfer from the Conservation Commission Land Acquisition Accounts the sum of \$84,334 and raise and appropriate the sum of \$149,000 for a total of \$700,000.

**ARTICLE 8 RE: Replacement of Carpet Flooring
Burlington Public Library**

The article was moved and seconded. Ways and Means voted 8-1-0 in favor. Capital Budget Committee voted 5-0-0.

MAJORITY VOTED to raise and appropriate the sum of \$34,243 for purposes of replacing the damaged flooring on both floors of the library.

The Selectmen arrived at the meeting and the warrant articles were resumed in the order printed in the warrant.

**ARTICLE 1 RE: Reports of Town Officers &
Committees**

The Town Administrator updated Town Meeting on the status of the Land Swap, Military Housing Units, and Stream Cleaning.

**ARTICLE 4 RE: Petition State Legislature Re:
Acceptance of Certain Ways Within
Burlington**

The article was moved and seconded.

MAJORITY VOTED that the he Board of Selectmen be authorized to petition the State Legislature to enact legislation to accept, notwithstanding the provisions of General Laws Chapter 82, Section 23, certain roadways described in this article (excluding sequence #325 Prouty Road which has previously accepted) as public town ways, provided that, for each such way, the acceptance shall become final only after:

(1) the way has been laid out by order of the Board of Selectmen at or subsequent to a duly called meeting of which seven days prior notice in a newspaper of general circulation in the Town has been given;

(2) an order of layout has been filed with the Town Clerk, together with a plan showing the boundaries and measurements of the way, which plan may be an already-existing subdivision plan; and

(3) either the Board of Selectmen has determined that the Town of Burlington already holds land or easements for the purposes of such town way and has filed that determination with the Town Clerk and there shall be a presumption that the Town of Burlington already holds easements for such purposes with respect to any way that has been open to public use and maintained by the Town of Burlington for twenty years or more; or

(4) the Board of Selectmen has determined that it is necessary to acquire land or easements for the purposes of such town way and the Board of Selectmen has, within one hundred and twenty days after the filing of the plan with the Town Clerk, acquired such land or easements by gift, purchase or eminent domain under General Laws Chapter 79 by recording the deed or order of taking, provided that notwithstanding the provisions of said Chapter 79, no

appraisal of damages shall be required prior to any taking by eminent domain for the purposes of this act, and no notice of taking or pro tanto award of damages must be sent to those who have an interest in the land or easements taken, but any person sustaining damage in his property shall have a period of three years from the recording of the order of taking to claim damages or challenge the validity of said taking, whether or not that person received actual notice of taking; provided that the Legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition.

Private Street to be Accepted

Sequence #	Street Name	Length	Width
465	A St	1137	40
467	Adams St	1918	40
1	Ainsworth St	689	40
8	Anna Rd	679	40
12	Ardmore Ave	889	35
13	Arlington Rd	2418	40
15	Arthur Woods Ave	1787	40
468	B St	813	45
17	Barbara Cir	1030	40
29	Belmont Rd	843	40
30	Bennett Ln	594	40
31	Bethel Ln	321	40
32	Birch St	630	40
34	Birchcrest St	1710	40
35	Black Horse Ln	1595	40
47	Burlington Mall Rd	7770	90
51	Butters Ln	420	40
56	Carlton Ave	1043	45
64	Cedar St	2228	40
69	Chandler Rd	3321	40
72	Chestnut Ave	1931	35
80	Cook Rd	630	35
83	Cormier Rd	1413	45
84	County Rd	2325	40
89	Crowley Rd	899	40
510	Cypress Dr	325	40
92	Dale St	292	45
93	Daniel Dr	1781	40
97	Demone Dr	843	40
99	Derryfield Ave	479	40
101	Donald Rd	3200	40
103	Doris St	157	35

104	Dorothy Rd	420	40
105	Douglas Ave	1940	40
106	Drake Rd	2505	35
114	Edsel Dr	397	40
477	Edwards Rd	561	45
115	Eisenhower Dr	751	40
136	Fox Hill Rd	4870	40
138	Frances Rd	722	40
147	Ganley Dr	863	40
148	Gardner Way	636	35
149	Garrity Rd	1305	40
152	Gibson St	1312	45
154	Given Dr	715	40
155	Gleason Rd	384	40
157	Glendale Rd	879	45
160	Goodwin Dr	466	40
481	Grant Ave	1164	35
482	Great Meadow Rd	2663	35
165	Guild Rd	420	45
169	Hansen Ave	387	40
172	Hart St	279	35
176	Heather Dr	453	45
182	High Pine Ave	774	40
183	Highland Way	1098	40
186	Hillside Ave	640	35
187	Hilltop Dr	2991	40
189	Holden Ave	1565	40
194	Independence Dr	853	35
196	Irene St	1033	35
483	Ivy Lane Ext	600	35
199	Jackson Rd	1354	35
201	Janet Rd	348	35
511	Johns Rd	413	40
205	Johnson Rd	836	20
207	Josephine Ave	462	35
212	Kenmere Ave	1206	45
218	Larson Cir	230	40
219	LaSalette Dr	213	40
233	Locust St	4850	40
240	Macon Rd	1859	40
246	Manning St	436	40
247	Manor Ave	1096	40
250	Marie Cir	325	40
252	Marjorie Rd	1036	35
255	Martin St	377	30
257	Mary St	735	40
261	Mayflower Ave	308	30
267	Mellin St	952	45

277	Mooney Cir	236	45
278	Mooney Rd	741	40
290	Newbridge Ave	2081	40
291	Nichold St	469	30
490	Old Concord Rd	1410	40
493	Olympian Way	148	45
301	Paige Rd	879	40
303	Partridge Ln	1250	40
305	Patricia Way	512	40
306	Patriot Rd	1481	40
307	Paul St	761	35
309	Paulson Dr	1873	40
311	Pearl St	341	45
497	Pine Glen Way	328	45
319	Pinewold Ave	961	40
322	Pontos Ave	836	35
330	Randall Dr	941	40
332	Raymond Rd Ext	462	35
334	Redmond St	262	35
335	Reed St	341	40
336	Richard Rd	787	40
338	Richfield St	794	35
339	Ridge Rd	335	30
348	Russell Cir	371	40
349	Ruthven Ave	1079	40
350	Sandra Ave	1338	40
355	Sawmill Rd	1276	40
357	Scott Ave	472	35
362	Sewall St	1033	40
368	Short St	358	40
375	South Bedford St	2094	40
382	Stephanie St	587	40
384	Stonewall Ln	630	40
385	Stony Brook Rd	1950	40
386	Sullivan St	768	40
387	Sumner St	1483	40
388	Sumpter Rd	850	40
392	Susan Ave	1244	40
393	Swain Road West	590	40
503	Terry Ave	859	45
400	Theodore Cir	702	45
401	Theresa Ave	400	35
402	Thistle Rd	850	40
406	Toner Dr	489	45
418	Vincent Rd	856	40
420	Violet Rd	892	40
424	Walnut St	420	40
425	Ward St	974	35

433	Whitney St	440	40
434	Wildmere Ave	2093	35
437	Wilhelmina Ave	1007	40
449	Winter St	943	40

ARTICLE 5 RE: Acceptance of Early Retirement Incentive

The article as it appears in the warrant was moved and seconded.

MAJORITY VOTED to accept the provisions of Chapter 116 of the Acts of 2002 which will allow the Town to offer an Early Retirement Incentive program to eligible employees who choose to participate in the incentives provided for in the legislation.

ARTICLE 6 RE: Funding for Early Retirement Incentive

The article was moved and seconded. Ways and Means voted 9-1-0 in favor.

MAJORITY VOTED to transfer from the Encumbered Negotiated Settlement \$100,000 and from Encumbered Chapter 32B \$250,000 for a total of \$350,000 to pay for the cost of retiring employees accrued time.

ARTICLE 9 RE: Design, Engineering and Preparation of Bid Documents/Marshall Simonds Middle School

The article was moved and seconded. Ways and Means voted 11-0-0 in favor. Capital Budget Committee voted 2-0-3. After some debate, a motion to move the question was seconded and so voted. Seven members stood for a Roll Call.

BY A VOTE OF 78 IN FAVOR AND 9 OPPOSED, THE TOWN VOTED to raise and appropriate the sum of \$569,784 to fund the fees necessary to complete the study and bid documents for the Marshall Simonds Middle School renovations.

ARTICLE 10 RE: Pine Glen Elementary School Elevator

The article was moved and seconded. Ways and Means voted 11-0-0 in favor. Capital Budget Committee voted 5-0-0 in favor.

MAJORITY VOTED to raise and appropriate the sum of \$50,000 to design and install an elevator in the Pine Glen elementary school to comply with the requirements of the ADA.

ARTICLE 11 RE: Amend Town's Wireless Overlay District

A motion to postpone indefinitely was moved and seconded.

MAJORITY VOTED to postpone indefinitely.

Resolution #1 offered by Dan DiTucci, Precinct 6.

Be it resolved that the Burlington Town Meeting and the Burlington School Committee hereby agree to discuss and debate the merits of the K-5 concept at the Wildwood School site for purposes of addressing overcrowding in the elementary schools and to present said plan for consideration at the January 2003 Town Meeting.

Resolution failed.

Resolution #2 offered by Paul Velleli, Precinct 3

Town Meeting membership request the Board of Selectmen appoint and hire legal counsel to rule on the legality of the loss of the affordable housing deed restriction due to foreclosure of 133 South Bedford St.

Resolution failed.

At 11:05 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

TOWN ACCOUNTANT

SUBJECT: FINANCIAL STATEMENTS FISCAL 2002

Enclosed are the audited financial statements of the Town of Burlington for the period ending June 30, 2002. These statements have been prepared by this office and our independent auditor Powers & Sullivan.

Respectfully submitted,

Patrick J. Mullin
Town Accountant

TOWN OF BURLINGTON, MASSACHUSETTS

***REPORT ON EXAMINATION OF
GENERAL PURPOSE FINANCIAL STATEMENTS***

FISCAL YEAR ENDED JUNE 30, 2002

TOWN OF BURLINGTON, MASSACHUSETTS

REPORT ON EXAMINATION OF
GENERAL PURPOSE FINANCIAL STATEMENTS

FISCAL YEAR ENDED JUNE 30, 2002

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Notes to general purpose financial statements

Powers & Sullivan

Certified Public Accountants



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Independent Auditors' Report

RAN·ONE | member

To the Honorable Board of Selectmen
Town of Burlington, Massachusetts

We have audited the accompanying general purpose financial statements of the Town of Burlington, Massachusetts, as of and for the fiscal year ended June 30, 2002, as listed in the table of contents. These general purpose financial statements are the responsibility of the Town of Burlington's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Inasmuch as the Commonwealth of Massachusetts does not require the capitalization of fixed assets, the Town has not maintained complete historical cost records of its General Fixed Assets. Accordingly, a statement of General Fixed Assets, required by accounting principles generally accepted in the United States of America, is not included in the general purpose financial statements.

As more fully described in Note 1, the Town maintains their Sewer Enterprise Fund on the modified accrual basis of accounting. Accordingly, the Sewer Enterprise Fund is not intended to present the financial position and results of operations in conformity with accounting principles generally accepted in the United States of America.

In our opinion, except for the effect on the general purpose financial statements of the matters described in the preceding two paragraphs, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Burlington, Massachusetts, as of June 30, 2002, and the results of its operations and the cash flows of its Proprietary Fund Types and Nonexpendable Trust Funds for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated December 20, 2002, on our consideration of the Town of Burlington, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

December 20, 2002

General Purpose Financial Statements

2002 Annual Report

ALL FUND TYPES AND ACCOUNT GROUPS COMBINED BALANCE SHEET

JUNE 30, 2002

	Governmental Fund Types		
	General	Special Revenue	Capital Projects
ASSETS AND OTHER DEBITS			
Cash and short-term investments.....	\$ 11,884,544	\$ 3,226,184	\$ 50,343
Investments.....	-	-	-
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	832,895	-	-
Tax liens.....	449,453	-	-
Tax foreclosures.....	-	-	-
Motor vehicle and other excise taxes.....	321,372	-	-
Water fees.....	186,747	-	-
Sewer fees.....	-	-	-
Departmental and other.....	180,993	-	-
Intergovernmental.....	3,398,000	526,000	-
Investment in joint venture.....	2,807,315	-	-
Working capital deposit.....	-	-	-
Fixed assets, net of accumulated depreciation.....	-	-	-
Amounts to be provided for retirement of long-term obligations.....	-	-	-
TOTAL ASSETS AND OTHER DEBITS.....	\$ 20,061,319	\$ 3,752,184	\$ 50,343
LIABILITIES AND FUND EQUITY			
LIABILITIES:			
Warrants payable.....	\$ 396,392	\$ 85,983	\$ -
Accrued payroll.....	1,245,452	7,009	-
Health claims payable.....	-	-	-
Liabilities due depositors.....	-	-	-
Other liabilities.....	1,219,461	-	-
Deferred revenues.....	5,237,461	503,515	-
Accrued compensated absences.....	-	-	-
Workers' compensation.....	-	-	-
Court judgments.....	-	-	-
Bonds and notes payable.....	-	-	-
TOTAL LIABILITIES.....	8,098,766	596,507	-
FUND EQUITY:			
Retained earnings.....	-	-	-
Fund balances:			
Reserved for:			
Encumbrances and continuing appropriations.....	2,915,729	-	-
Nonexpendable trusts.....	-	-	-
Stabilization.....	-	-	-
Unreserved:			
Designated for investment in joint venture.....	2,807,315	-	-
Designated for subsequent year's expenditures.....	1,739,204	-	-
Undesignated.....	4,500,305	3,155,677	50,343
TOTAL FUND EQUITY.....	11,962,553	3,155,677	50,343
TOTAL LIABILITIES AND FUND EQUITY.....	\$ 20,061,319	\$ 3,752,184	\$ 50,343

See notes to general purpose financial statements.

Town of Burlington, Massachusetts

General Purpose Financial Statements

Town of Burlington

Proprietary Fund Types			Fiduciary Fund Types	Account Group	Total (Memorandum Only)
Ice Palace Enterprise	Sewer Enterprise	Internal Service	Trust and Agency	General Long-Term Obligations	
\$ 186,177	\$ 1,938,656	\$ 1,656,952	\$ 5,718,387	\$ -	\$ 24,661,243
-	-	-	1,003,667	-	1,003,667
-	-	-	-	-	832,895
-	-	-	-	-	449,453
-	28,564	-	-	-	28,564
-	-	-	-	-	321,372
-	-	-	-	-	186,747
-	341,412	-	-	-	341,412
-	-	-	41,771	-	222,764
-	-	-	-	-	3,924,000
-	-	-	-	-	2,807,315
-	-	948,400	-	-	948,400
1,631,706	-	-	-	-	1,631,706
-	-	-	-	25,529,530	25,529,530
<u>\$ 1,817,883</u>	<u>\$ 2,308,632</u>	<u>\$ 2,605,352</u>	<u>\$ 6,763,825</u>	<u>\$ 25,529,530</u>	<u>\$ 62,889,068</u>
\$ -	\$ 1,201	\$ 928,526	\$ 41	\$ -	\$ 1,412,143
-	-	-	34,881	-	1,287,342
-	-	834,000	-	-	834,000
-	-	-	4,080,728	-	4,080,728
-	-	-	-	-	1,219,461
-	369,976	-	-	-	6,110,952
-	-	-	-	2,796,000	2,796,000
-	-	-	-	131,000	131,000
-	-	-	-	118,900	118,900
1,404,000	-	-	-	22,483,630	23,887,630
<u>1,404,000</u>	<u>371,177</u>	<u>1,762,526</u>	<u>4,115,650</u>	<u>25,529,530</u>	<u>41,878,156</u>
413,883	1,937,455	842,826	-	-	3,194,164
-	-	-	-	-	2,915,729
-	-	-	358,480	-	358,480
-	-	-	1,022,151	-	1,022,151
-	-	-	-	-	2,807,315
-	-	-	-	-	1,739,204
-	-	-	1,267,544	-	8,973,869
<u>413,883</u>	<u>1,937,455</u>	<u>842,826</u>	<u>2,648,175</u>	<u>-</u>	<u>21,010,912</u>
<u>\$ 1,817,883</u>	<u>\$ 2,308,632</u>	<u>\$ 2,605,352</u>	<u>\$ 6,763,825</u>	<u>\$ 25,529,530</u>	<u>\$ 62,889,068</u>

2002 Annual Report

ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2002

	Governmental Fund Types			Fiduciary Fund Type	Total (Memorandum only)
	General	Special Revenue	Capital Projects	Expendable Trusts	
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 49,872,416	\$ -	\$ -	\$ -	\$ 49,872,416
Motor vehicle and other excise taxes.....	2,982,940	-	-	-	2,982,940
Hotel/motel tax.....	1,191,603	-	-	-	1,191,603
Charges for services.....	1,822,432	-	-	-	1,822,432
Intergovernmental.....	11,729,300	1,794,139	48,210	-	13,571,649
Departmental and other.....	1,511,105	2,671,519	-	-	4,182,624
Contributions.....	-	600,000	-	268,791	868,791
Investment income.....	509,037	3,158	-	80,559	592,754
TOTAL REVENUES.....	69,618,833	5,068,816	48,210	349,350	75,085,209
EXPENDITURES:					
Current:					
General government.....	3,454,050	319,628	1,521	-	3,775,199
Public safety.....	9,452,852	72,310	-	-	9,525,162
Education.....	30,783,745	3,742,922	-	169,050	34,695,717
Public works.....	8,474,573	452,154	164,831	13,815	9,105,373
Human services.....	1,049,963	62,583	-	-	1,112,546
Culture and recreation.....	2,292,304	602,191	-	41	2,894,536
Pension benefits.....	5,763,113	-	-	-	5,763,113
Employee benefits.....	5,860,787	-	-	-	5,860,787
State and county charges.....	716,373	-	-	-	716,373
Debt service:					
Principal.....	2,050,000	-	-	-	2,050,000
Interest.....	1,176,936	-	-	-	1,176,936
TOTAL EXPENDITURES.....	71,074,696	5,251,788	166,352	182,906	76,675,742
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	(1,455,863)	(182,972)	(118,142)	166,444	(1,590,533)
OTHER FINANCING SOURCES (USES):					
Proceeds from bonds and notes.....	-	-	144,630	-	144,630
Operating transfers in.....	756,400	3,385,949	-	350,000	4,492,349
Operating transfers out.....	(1,276,007)	(2,729,942)	-	-	(4,005,949)
TOTAL OTHER FINANCING SOURCES (USES).....	(519,607)	656,007	144,630	350,000	631,030
NET CHANGE IN FUND BALANCES.....	(1,975,470)	473,035	26,488	516,444	(959,503)
FUND BALANCES AT BEGINNING OF YEAR.....	13,938,023	2,682,642	23,855	1,773,251	18,417,771
FUND BALANCES AT END OF YEAR.....	\$ 11,962,553	\$ 3,155,677	\$ 50,343	\$ 2,289,695	\$ 17,458,268

See notes to general purpose financial statements.

Town of Burlington

GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES BUDGETARY BASIS - BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2002

	Budgeted Amounts		Actual	Variance
	Original	Final	Budgetary	Over
	Budget	Budget	Amounts	(Under)
REVENUES:				
Real estate and personal property taxes, net of tax refunds.....	\$ 49,074,649	\$ 49,677,641	\$ 49,870,416	\$ 192,775
Motor vehicle and other excise taxes.....	3,262,000	3,262,000	2,982,940	(279,060)
Hotel/motel tax.....	1,300,000	1,300,000	1,191,603	(108,397)
Charges for services.....	1,692,000	1,692,000	1,822,432	130,432
Intergovernmental.....	8,308,120	8,308,120	8,329,300	21,180
Departmental and other.....	1,558,000	1,558,000	1,511,105	(46,895)
Investment income.....	800,000	800,000	509,037	(290,963)
 TOTAL REVENUES.....	 65,994,769	 66,597,761	 66,216,833	 (380,928)
EXPENDITURES:				
Current:				
General government.....	3,981,993	4,041,960	3,454,050	587,910
Public safety.....	9,537,493	9,915,771	9,452,852	462,919
Education.....	29,666,637	30,982,304	30,783,745	198,559
Public works.....	8,391,315	9,691,926	9,132,214	559,712
Human services.....	1,007,777	1,080,727	1,049,963	30,764
Culture and recreation.....	2,203,797	2,398,613	2,292,304	106,309
Pension benefits.....	2,363,113	2,363,113	2,363,113	-
Employee benefits.....	6,951,541	6,937,309	5,860,787	1,076,522
State and county charges.....	709,767	709,767	716,373	(6,606)
Debt service:				
Principal.....	2,050,000	2,050,000	2,050,000	-
Interest.....	1,176,936	1,176,936	1,176,936	-
 TOTAL EXPENDITURES.....	 68,040,369	 71,348,426	 68,332,337	 3,016,089
 EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	 (2,045,600)	 (4,750,665)	 (2,115,504)	 2,635,161
OTHER FINANCING SOURCES (USES):				
Operating transfers in.....	54,000	696,400	756,400	60,000
Operating transfers out.....	(1,276,007)	(1,276,007)	(1,276,007)	-
 TOTAL OTHER FINANCING SOURCES (USES).....	 (1,222,007)	 (579,607)	 (519,607)	 60,000
 NET CHANGE IN FUND BALANCE.....	 (3,267,607)	 (5,330,272)	 (2,635,111)	 2,695,161
 BUDGETARY FUND BALANCE, Beginning of year.....	 11,658,349	 11,658,349	 11,658,349	 -
 BUDGETARY FUND BALANCE, End of year.....	 \$ 8,390,742	 \$ 6,328,077	 \$ 9,023,238	 \$ 2,695,161

See notes to general purpose financial statements.

2002 Annual Report

ALL PROPRIETARY FUND TYPES AND NONEXPENDABLE TRUST FUNDS COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND EQUITY

FISCAL YEAR ENDED JUNE 30, 2002

	Proprietary Fund Types			Fiduciary Fund Type	Total (Memorandum Only)
	Ice Palace Enterprise	Sewer Enterprise	Internal Service	Nonexpendable Trusts	
OPERATING REVENUES:					
Employee contributions	\$ -	\$ -	\$ 2,729,094	\$ -	\$ 2,729,094
Employer contributions	-	-	4,790,397	-	4,790,397
Charges for services	681,213	3,513,556	-	-	4,194,769
TOTAL OPERATING REVENUES	681,213	3,513,556	7,519,491	-	11,714,260
OPERATING EXPENSES:					
Cost of services and administration	448,250	3,110,836	-	-	3,559,086
Depreciation.....	60,789	-	-	-	60,789
Employee benefits	-	-	6,738,511	-	6,738,511
TOTAL OPERATING EXPENSES	509,039	3,110,836	6,738,511	-	10,358,386
OPERATING INCOME (LOSS).....	172,174	402,720	780,980	-	1,355,874
NONOPERATING REVENUES (EXPENSES):					
Investment income.....	1,132	-	26,125	-	27,257
Interest expense.....	(78,937)	-	-	-	(78,937)
TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	(77,805)	-	26,125	-	(51,680)
INCOME (LOSS) BEFORE OPERATING TRANSFERS.....	94,369	402,720	807,105	-	1,304,194
OPERATING TRANSFERS:					
Transfers in.....	-	210,000	-	-	210,000
Transfers out.....	-	(696,400)	-	-	(696,400)
TOTAL OPERATING TRANSFERS.....	-	(486,400)	-	-	(486,400)
NET INCOME (LOSS).....	94,369	(83,680)	807,105	-	817,794
FUND EQUITY, Beginning of year.....	319,514	2,021,135	35,721	358,480	2,734,850
FUND EQUITY, End of year.....	\$ 413,883	\$ 1,937,455	\$ 842,826	\$ 358,480	\$ 3,552,644

See notes to general purpose financial statements.

Town of Burlington

ALL PROPRIETARY FUND TYPES AND NONEXPENDABLE TRUST FUNDS COMBINED STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2002

	Proprietary Fund Types			Fiduciary Fund Type	Total (Memorandum Only)
	Ice Palace Enterprise	Sewer Enterprise	Internal Service	Nonexpendable Trusts	
CASH FLOWS FROM OPERATING ACTIVITIES:					
Receipts from customers and users.....	\$ 681,213	\$ 3,513,556	\$ 2,729,094	\$ -	\$ 6,923,863
Receipts from interfund services provided.....	-	-	4,790,397	-	4,790,397
Payments to vendors.....	(291,362)	(3,109,635)	-	-	(3,400,997)
Payments to employees.....	(156,888)	-	-	-	(156,888)
Payments for interfund services used.....	-	-	(6,597,216)	-	(6,597,216)
NET CASH FROM OPERATING ACTIVITIES.....	232,963	403,921	922,275	-	1,559,159
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:					
Transfers in.....	-	210,000	-	-	210,000
Transfers out.....	-	(696,400)	-	-	(696,400)
NET CASH FROM NONCAPITAL FINANCING ACTIVITIES.....	-	(486,400)	-	-	(486,400)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:					
Acquisition and construction of capital assets.....	(39,800)	-	-	-	(39,800)
Principal payments on bonds and notes.....	(132,000)	-	-	-	(132,000)
Interest expense.....	(78,937)	-	-	-	(78,937)
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(250,737)	-	-	-	(250,737)
CASH FLOWS FROM INVESTING ACTIVITIES:					
Proceeds from sales and maturities of investments.....	-	-	301,689	-	301,689
Investment income.....	1,132	-	26,125	-	27,257
NET CASH FROM INVESTING ACTIVITIES.....	1,132	-	327,814	-	328,946
NET CHANGE IN CASH AND SHORT-TERM INVESTMENTS.....	(16,642)	(82,479)	1,250,089	-	1,150,968
CASH AND SHORT-TERM INVESTMENTS AT BEGINNING OF YEAR.....	202,819	2,021,135	406,863	-	2,630,817
CASH AND SHORT-TERM INVESTMENTS AT END OF YEAR.....	\$ 186,177	\$ 1,938,656	\$ 1,656,952	\$ -	\$ 3,781,785
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES					
Operating income (loss).....	\$ 172,174	\$ 402,720	\$ 780,980	\$ -	\$ 1,355,874
Adjustments to reconcile operating income (loss) to net cash from operating activities:					
Depreciation.....	60,789	-	-	-	60,789
Changes in assets and liabilities:					
Working capital deposit.....	-	-	(95,900)	-	(95,900)
Warrants payable.....	-	1,201	115,195	-	116,396
Health claims payable.....	-	-	122,000	-	122,000
Total adjustments.....	60,789	1,201	141,295	-	203,285
NET CASH FROM OPERATING ACTIVITIES.....	\$ 232,963	\$ 403,921	\$ 922,275	\$ -	\$ 1,559,159

See notes to general purpose financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying general purpose financial statements of the Town of Burlington, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

The Town of Burlington, Massachusetts is a municipal corporation governed by an elected Board of Selectmen. As required by GAAP, these general purpose financial statements present the government and its component units, entities for which the Town is considered to be financially accountable.

The Town has considered all potential Component Units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the Town's general purpose financial statements to be misleading or incomplete. The Town has no Component Units that require inclusion in these general purpose financial statements.

Joint Venture – The Town is a member of the North East Solid Waste Committee (NESWC), a joint venture with 23 communities, organized to represent its members in all matters related with solid waste disposal at a regional waste-to-energy facility located in North Andover, Massachusetts. In accordance with a depository agreement, NESWC was granted control over various funds received from contractual communities. As of June 30, 2002, the Town's equity interest of \$2,807,315 in the operation of NESWC is reported in the General Fund. Complete financial statements for NESWC can be obtained directly from their administrative office located at 3 Burlington Woods Park, Burlington, Massachusetts, 01803.

B. Measurement Focus, Basis of Accounting and Basis of Presentation

The accounts of the Town are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related, legal and contractual provisions. The minimum numbers of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of governmental funds not recorded directly in those funds.

The Town has the following fund types and account group:

Governmental Funds are used to account for the Town's general governmental activity. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

The Town considers real estate and personal property tax revenues available if they are collected within 60-days after fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received by the Town, and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

Governmental funds include the following fund types:

The *General Fund* is the general operating fund of the Town. It is used to account for all financial resources, except those required to be accounted for in another fund.

The *Special Revenue Fund* is used to account for the proceeds of specific revenue sources (other than Expendable Trusts or Capital Projects) that are restricted by law or administrative action to expenditures for specified purposes.

The *Capital Projects Fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Trust Funds).

Proprietary Funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. For Proprietary Fund accounting, the Town applies all applicable Financial Accounting Standard Board pronouncements issued on or prior to November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

The *Enterprise Funds* are used to account for those operations that are financed and operated in a manner similar to private business or where the Town has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability. The Town accounts for its Ice Palace (skating rink) and sewer operations in the Enterprise Fund.

The Town has not maintained adequate records to properly account for the Sewer Enterprise Fund using a flow of economic resources measurement focus and the accrual basis of accounting. The Town does not record fixed assets, depreciation, accrued revenues and accrued expenses. Therefore the financial statements of the Sewer Enterprise Fund are reported using the modified accrual basis of accounting, which is a departure from GAAP.

The *Internal Service Fund* is used to account for the financing of services provided by one department to other departments or governmental units. The Town accounts for its risk financing activities related to health insurance in the Internal Service Fund.

Fiduciary Funds account for assets held by the Town in a trustee capacity or as an agent on behalf of others. Trust funds account for assets held by the Town under the terms of a trust agreement.

The *Expendable Trust Fund* is accounted for in essentially the same manner as governmental fund types, using the same measurement focus and basis of accounting. Expendable trust funds are used to account for trusts where both principal and earnings may be spent.

The *Nonexpendable Trust Fund* is accounted for on the flow of economic resources measurement focus and uses the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. The Nonexpendable Trust Fund is used to account for trusts that stipulate that only earnings, and not principal, may be spent.

Notes to General Purpose Financial Statements

Fiscal Year Ended June 30, 2002

The *Agency Fund* is custodial in nature and does not present results of operations or have a measurement focus. Agency Funds are accounted for using the modified accrual basis of accounting. This Fund is used to account for assets that the Town holds for others in an agency capacity.

The **General Long-term Obligations Account Group** is used to account for general long-term bonds and notes issued by the Town, certain compensated absences, claims and judgments that will be financed in future fiscal years from governmental funds.

C. Cash and Investments

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition.

Investments are carried at fair value.

D. Real Estate and Personal Property Taxes

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed by the last day in September following the last billing cycle on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy and are recorded under the modified accrual basis of accounting.

E. Inventories

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the general purpose financial statements and therefore are not reported.

F. Fixed Assets

Governmental Funds

The Commonwealth of Massachusetts does not require the Town to capitalize expenditures for General Fixed Assets. Accordingly, such disbursements in the Governmental Funds are considered expenditures in the fiscal year payments are made. As a result of this practice, the accompanying general purpose financial statements do not include a statement of the General Fixed Assets Account Group, which is a departure from GAAP.

Ice Palace Enterprise Fund

Fixed assets of the Ice Palace Enterprise Fund are valued at historical cost, or at estimated historical cost if actual historical cost is not available. Donated fixed assets are recorded at the estimated fair market value at the date of donation. Fixed assets are capitalized upon purchase and depreciated on a straight-line basis. Land is capitalized and not depreciated. The estimated useful lives of fixed assets are as follows:

<u>Capital Asset Type</u>	Estimated Useful Life (in years)
Buildings and improvements.....	20-40

The normal cost of maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

The Town capitalizes all purchases and construction costs in excess of \$1,000 on the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Sewer Enterprise Fund

The Town has not completed the process of compiling adequate records to properly account for the Sewer Enterprise Fund's fixed assets. Accordingly, such disbursements in the Sewer Enterprise Fund are considered expenses in the fiscal year payments are made, which is a departure from GAAP.

G. Interfund/Intrafund Transactions

During the course of its operations, the Town records transactions between Funds and/or between departments. Transactions of a buyer/seller nature between departments within a Fund are not eliminated from the individual Fund statements. Receivables and payables resulting from transactions between Funds are classified as "Due from other funds" or "Due to other funds" on the combined balance sheet.

H. Fund Equity

The Town reports fund balances as reserved and designated where legally restricted for a specific future use. Otherwise, these balances are considered undesignated.

Fund balances have been "reserved for" the following:

"Encumbrances and continuing appropriations" represents amounts obligated under purchase orders, contracts and other commitments for expenditures that are being carried over to the ensuing fiscal year.

"Nonexpendable trusts" represents amounts held by the Town for which only investment earnings may be expended.

"Stabilization" represents the amount accumulated for general and/or capital purposes upon Town Meeting approval.

"Investment in joint venture" represents the Town's equity interest in the operations of the NESWC.

Fund balances have been "designated for" the following:

"Subsequent year's expenditures" represents amounts appropriated for the fiscal year 2003 operating budget.

I. Long-term debt

Long-term financing for governmental funds is recorded in the General Long-Term Obligations Account Group. Principal and interest expenditures on long-term debt are recorded in the General Fund.

Long-term financing for the Ice Palace Enterprise Fund is recorded as bonds payable in the Enterprise Fund. Principal and interest expenses on long-term debt are recorded in the Enterprise Fund.

Long-term financing for the Sewer Enterprise Fund is recorded in the General Long-Term Obligations Account Group since the Town is using the modified accrual basis of accounting to account for this Fund, which is a departure from GAAP. Principal and interest expenses on long-term debt are recorded in the Enterprise Fund.

J. Investment Income

Investment income from Special Revenue and Capital Projects Funds is legally assigned to the General Fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from the Enterprise Fund is voluntarily assigned and transferred to the General Fund.

Investment income from the Nonexpendable Trust Fund is legally assigned to the Expendable Trust Fund.

K. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies. For governmental funds, vested or accumulated vacation and sick leave that are expected to be liquidated with expendable available financial resources are reported as expenditures and Fund liabilities. Amounts that are not expected to be so liquidated are reported in the General Long-Term Obligations Account Group.

For the Ice Palace Enterprise Fund, vested or accumulated vacation and sick leave are reported as expenses and fund liabilities.

For the Sewer Enterprise Fund, vested or accumulated vacation and sick leave is reported in the General Long-Term Obligations Account Group since the Town is using the modified accrual basis of accounting to account for this Fund, which is a departure from GAAP.

L. Post Retirement Benefits

In addition to providing pension benefits, the Town provides health and life insurance coverage for retired employees and their survivors in accordance with MGL, Chapter 32, on a pay-as-you-go basis. The Town recognizes the cost of providing health insurance by recording its share of insurance premiums in the General Fund in the fiscal year paid. For the fiscal year ended June 30, 2002, this expenditure totaled approximately \$1,290,000. There were approximately 440 participants eligible to receive benefits at June 30, 2002.

M. Use of Estimates

The preparation of general purpose financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the general purpose financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

N. Total Column (Memorandum Only)

The total column used on the Combined General Purpose Financial Statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

Municipal Law requires the Town to adopt a balanced budget that is approved by Town Meeting. The Finance and Advisory Board presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Town Meeting approval via a supplemental appropriation.

The majority of the Town's appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year. These carry forwards are included as part of the subsequent fiscal year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by majority vote of Town Meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original fiscal year 2002 approved budget for the General Fund authorized \$69,316,376 in appropriations and other amounts to be raised. During fiscal year 2002, Town Meeting also approved supplemental appropriations totaling \$3,308,057.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the Town's accounting system.

B. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth of Massachusetts (Commonwealth)) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the General Fund for the fiscal year ended June 30, 2002, is presented below:

Net change in fund balance - budgetary basis.....	\$ (2,635,111)
<u>Basis of accounting differences:</u>	
Net change in recording 60-day receipts.....	2,000
Net change in on-behalf payment revenue.....	3,400,000
Net change in recording investment in joint venture.....	552,628
Net change in recording expenditure accruals.....	105,013
Net change in on-behalf payment expenditures.....	<u>(3,400,000)</u>
Net change in fund balance - GAAP basis.....	<u>\$ (1,975,470)</u>

Notes to General Purpose Financial StatementsFiscal Year Ended June 30, 2002C. Excess of Expenditures over Appropriations

For the fiscal year ended June 30, 2002, expenditures exceeded appropriations for State and County Charges. This over-expenditure will be funded by available funds during fiscal year 2003.

D. Individual Fund Deficits

Several individual fund deficits exist at June 30, 2002 within the Special Revenue Fund. These deficits will be funded through grants and available fund balance during fiscal year 2003.

NOTE 3 – CASH AND INVESTMENTS

The Town maintains a cash and investment pool that is available for use by all Funds. Each Fund Type's portion of this pool is displayed on the combined balance sheet as "Cash and Short-term Investments". The deposits and investments of the Trust Funds are held separately from those of other Town funds.

At fiscal year-end, the carrying amount of the Town's deposits totaled \$18,487,445 and the bank balance totaled \$20,137,069. Of the bank balance, \$2,817,646 was covered by Federal Depository Insurance and the Depositors Insurance Fund and \$17,319,423 was uninsured and uncollateralized.

Statutes authorize the Town to invest in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (the Pool). In addition, there are various restrictions limiting the amount and length of deposits and investments.

The Town participates in the Pool, which meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Short-term investments and investments are classified as to collateral risk into the following three categories:

- Category 1: Insured or registered, or securities held by the Town or its agent in the Town's name.
- Category 2: Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Town's name.
- Category 3: Uninsured and unregistered, with securities held by the counterparty, or its trust department or agent but not in the Town's name.

The following is a reconciliation of the Town's balance of cash and short-term investments as reported on the combined balance sheet at June 30, 2002:

Town of Burlington

Notes to General Purpose Financial Statements

Fiscal Year Ended June 30, 2002

	Cash and Short-term Investments	Investments	Total
<i>Cash balances at June 30, 2002:</i>			
Checking, savings and NOW accounts.....	\$ 8,110,888	\$ -	\$ 8,110,888
Certificates of deposit.....	3,982,113	-	3,982,113
Money market deposits.....	6,394,444	-	6,394,444
Total carrying amount of cash.....	<u>18,487,445</u>	<u>-</u>	<u>18,487,445</u>
<i>Investments not subject to categorization:</i>			
MMDT.....	5,282,453	-	5,282,453
Mutual funds.....	7,489	-	7,489
Money market mutual funds.....	883,856	-	883,856
<i>Investments subject to categorization (Category 3):</i>			
U.S. government securities.....	-	620,052	620,052
Equity securities.....	-	222,866	222,866
Fixed income securities.....	-	160,749	160,749
Total investments.....	<u>6,173,798</u>	<u>1,003,667</u>	<u>7,177,465</u>
Total cash and short-term investments and investments as reported on the combined balance sheet.....	<u>\$ 24,661,243</u>	<u>\$ 1,003,667</u>	<u>\$ 25,664,910</u>

NOTE 4 – FIXED ASSETS

Fixed assets reported in the Ice Palace Enterprise fund consist of the following at June 30, 2002:

	Beginning Balance	Increases	Decreases	Ending Balance
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 505,000	\$ -	\$ -	\$ 505,000
<u>Capital assets being depreciated:</u>				
Buildings.....	745,000	-	-	745,000
Building improvements.....	901,771	39,800	-	941,571
Total capital assets being depreciated.....	1,646,771	39,800	-	1,686,571
<u>Less accumulated depreciation for:</u>				
Buildings.....	(391,125)	(37,250)	-	(428,375)
Building improvements.....	(107,951)	(23,539)	-	(131,490)
Total accumulated depreciation.....	(499,076)	(60,789)	-	(559,865)
Total capital assets being depreciated, net.....	1,147,695	(20,989)	-	1,126,706
Total capital assets, net.....	\$ 1,652,695	\$ (20,989)	\$ -	\$ 1,631,706

NOTE 5– PENSION PLAN

Plan Description - The Town contributes to the Middlesex Retirement System (the System), a cost-sharing multiple-employer defined benefit pension plan administered by the Middlesex Retirement Board. Substantially all employees of the Town are members of the System, except for public school teachers and certain administrators who are members of the Commonwealth's Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled approximately \$3,400,000 for the fiscal year ended June 30, 2002, and, accordingly, are reported in the General Fund as intergovernmental revenues and pension benefits expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Middlesex Retirement Board and are borne by the System. The System issues a publicly available financial report in accordance with guidelines established by the Commonwealth's Public Employee Retirement Administration Commission. That report may be obtained by contacting the System located at 25 Linnell Circle, Billerica, Massachusetts, 01821.

Funding Policy - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. The contributions of plan members and the Town are governed by Chapter 32 of the MGL. The Town's contributions to the System for the fiscal years ended June 30, 2002, 2001, and 2000 were \$2,363,113, \$2,225,817 and \$2,225,714, respectively, which equaled its required contribution for each fiscal year.

NOTE 6 – SHORT-TERM FINANCING

The Town is authorized to borrow on a temporary basis to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations of the Town and carry maturity dates that are limited by statute. Interest expenditures for short-term borrowings are accounted for in the General Fund.

The Town had no short-term debt outstanding at June 30, 2002.

NOTE 7 – LONG-TERM DEBT

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 5% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, a Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

As authorized by the Commonwealth, the Town advance refunded certain general obligation and other bonds through the issuance of \$5,985,000 of general obligation refunding bonds during fiscal year 1994. At June 30, 2002, \$1,540,000 of the bonds refunded are outstanding and considered defeased.

Details related to the Town's outstanding indebtedness at June 30, 2002, and the debt service requirements follow.

2002 Annual Report

Notes to General Purpose Financial Statements

Fiscal Year Ended June 30, 2002

Governmental Funds Bonds Payable

Project	Interest Rate (%)	Outstanding at June 30, 2001	Issued	Redeemed	Outstanding at June 30, 2002
Land Acquisition.....	6.80%	\$ 410,000	\$ -	\$ 410,000	\$ -
Land Acquisition.....	7.17%	110,000	-	110,000	-
Police Station.....	6.17%	580,000	-	145,000	435,000
Library.....	4.74%	1,940,000	-	150,000	1,790,000
Land Acquisition Refunding.....	4.86%	3,518,000	-	46,000	3,472,000
Land Acquisition Refunding.....	4.86%	353,000	-	8,000	345,000
Police Station Refunding.....	4.86%	898,000	-	9,000	889,000
Wyman School.....	5.90%	4,255,000	-	300,000	3,955,000
Municipal Purpose Loan.....	4.70%	9,725,000	-	675,000	9,050,000
Municipal Purpose Loan.....	5.43%	2,390,000	-	155,000	2,235,000
MWRA Inflow/Infiltration.....	0.00%	210,000	-	42,000	168,000
MWRA Inflow/Infiltration.....	0.00%	-	144,630	-	144,630
Total.....		\$ 24,389,000	\$ 144,630	\$ 2,050,000	\$ 22,483,630

Debt service requirements for principal and interest for governmental bonds payable in future fiscal years follow:

Fiscal Year	Principal	Interest	Total
2003.....	\$ 2,075,926	\$ 1,075,200	\$ 3,151,126
2004.....	2,063,926	986,165	3,050,091
2005.....	2,053,926	896,145	2,950,071
2006.....	1,932,926	805,286	2,738,212
2007.....	1,880,926	719,856	2,600,782
2008.....	1,845,000	633,185	2,478,185
2009.....	1,655,000	540,770	2,195,770
2010.....	1,647,000	457,270	2,104,270
2011.....	1,164,000	373,450	1,537,450
2012.....	1,035,000	313,765	1,348,765
2013.....	1,035,000	259,635	1,294,635
2014.....	1,025,000	205,045	1,230,045
2015.....	885,000	151,840	1,036,840
2016.....	870,000	105,861	975,861
2017.....	605,000	67,798	672,798
2018.....	605,000	36,918	641,918
2019.....	105,000	5,985	110,985
Total.....	\$ 22,483,630	\$ 7,634,174	\$ 30,117,804

Ice Palace Enterprise Fund Bonds Payable

Project	Interest Rate (%)	Outstanding at June 30, 2001	Issued	Redeemed	Outstanding at June 30, 2002
Ice Palace.....	6.17%	\$ 335,000	\$ -	\$ 75,000	\$ 260,000
Ice Palace.....	4.86%	751,000	-	7,000	744,000
Ice Palace.....	5.43%	450,000	-	50,000	400,000
Total.....		<u>\$ 1,536,000</u>	<u>\$ -</u>	<u>\$ 132,000</u>	<u>\$ 1,404,000</u>

Debt service requirements for principal and interest for the Ice Palace Enterprise Fund bonds payable in future fiscal years follows:

Fiscal Year	Principal	Interest	Total
2003.....	\$ 135,000	\$ 71,580	\$ 206,580
2004.....	142,000	64,189	206,189
2005.....	152,000	56,320	208,320
2006.....	158,000	47,743	205,743
2007.....	163,000	40,400	203,400
2008.....	165,000	32,534	197,534
2009.....	175,000	24,456	199,456
2010.....	178,000	15,768	193,768
2011.....	136,000	6,868	142,868
Total.....	<u>\$ 1,404,000</u>	<u>\$ 359,858</u>	<u>\$ 1,763,858</u>

The Massachusetts Water Resource Authority (MWRA) operates an Inflow/Infiltration Financial Assistance Program for community owned collection systems. For each community approved for the project, financial assistance received from the MWRA consists of 25% as a grant and 75% as a non-interest bearing loan. The loan payable portion is payable in five equal annual installments. During fiscal year 2002, the Town received a \$48,210 grant and a \$144,360 non-interest bearing loan under this program. At June 30, 2002, the outstanding balance of these loans was \$312,630.

The Commonwealth has approved school construction assistance. The assistance program, which is administered by the School Building Assistance Bureau (SBAB), provides resources for future debt service of general obligation school bonds outstanding. During fiscal year 2002, approximately \$262,000 of such assistance was received. Approximately \$4,194,000 will be received in future fiscal years. Of this amount, approximately \$796,000 represents reimbursement of long-term interest costs, and approximately \$3,398,000 represents reimbursement of approved construction costs. Accordingly, a \$3,398,000 intergovernmental receivable and corresponding deferred revenue have been reported in the General Fund.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2002, the Town had the following authorized and unissued debt:

Notes to General Purpose Financial Statements

Fiscal Year Ended June 30, 2002

<u>Purpose</u>	<u>Amount</u>
Water treatment plant.....	\$ 1,600,000
School renovations.....	250,000
Total.....	\$ <u>1,850,000</u>

General Long-Term Obligations Account Group

The Town records its Governmental Funds liability for long-term bonds and notes in the General Long-Term Obligations Account Group. Other general long-term obligations recognized by the Town are its obligations under compensated absence benefits (sick and vacation pay) and self-insured workers' compensation and other claims. These liabilities will be liquidated in the future from Governmental Funds and Enterprise Funds.

During the fiscal year ended June 30, 2002, the following changes occurred in liabilities reported in the General Long-Term Obligations Account Group:

	<u>Balance June 30, 2001</u>	<u>Bonds and Notes Issued</u>	<u>Bonds and Notes Redeemed</u>	<u>Other Net Increase (Decrease)</u>	<u>Balance June 30, 2002</u>
Long-term bonds and notes.....	\$ 24,389,000	\$ 144,630	\$ (2,050,000)	\$ -	\$ 22,483,630
Environmental settlement.....	237,802	-	-	(118,902)	118,900
Workers' compensation.....	60,000	-	-	71,000	131,000
Compensated absences.....	<u>2,728,000</u>	<u>-</u>	<u>-</u>	<u>68,000</u>	<u>2,796,000</u>
Total.....	\$ <u>27,414,802</u>	\$ <u>144,630</u>	\$ <u>(2,050,000)</u>	\$ <u>20,098</u>	\$ <u>25,529,530</u>

NOTE 8 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three fiscal years.

The Town is self-insured for its and health insurance and workers' compensation activities. Health insurance activities are accounted for in the General Fund and Internal Service Fund. Workers' compensation activities are accounted for in the Internal Service Fund. Liabilities, including amounts incurred but not reported, are recorded when the claim is incurred in the respective fund and account group.

(a) *Health Insurance*

Health insurance claims are administered by a third party administrator and are funded from the Town's Internal Service Fund. The Town estimates its Incurred But Not Reported (IBNR) claims based on claims history. At June 30, 2002, the amount of the liability for health insurance claims totaled \$834,000. This liability is the Town's best estimate based on available information. Changes in the reported liability since July 1, 2000, are as follows:

	Balance at Beginning of Fiscal Year		Current Year Claims and Changes in Estimate		Claims Payments		Balance at Fiscal Year-End
Fiscal Year 2001.....	\$ 726,000	\$	6,981,141	\$	(6,995,141)	\$	712,000
Fiscal Year 2002.....	712,000		6,738,511		(6,616,511)		834,000

(b) *Workers' Compensation*

Workers' compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations. The Town estimates its Incurred But Not Reported (IBNR) claims based history and injury type. At June 30, 2002, the amount of the liability for workers' compensation claims totaled \$131,000. Changes in the reported liability since July 1, 2000, are as follows:

	Balance at Beginning of Fiscal Year		Current Year Claims and Changes in Estimate		Claims Payments		Balance at Fiscal Year-End
Fiscal Year 2001.....	\$ 122,000	\$	55,961	\$	(117,961)	\$	60,000
Fiscal Year 2002.....	60,000		221,352		(150,352)		131,000

NOTE 9 – STABILIZATION FUND

The Town has \$1,022,151 in a stabilization fund classified in the Expendable Trust Fund, which may be used for general and/or capital purposes upon Town Meeting approval. During fiscal year 2002, Town Meeting approved transfers from the General Fund to the stabilization fund totaling \$350,000.

NOTE 10 – SUN MICROSYSTEMS AGREEMENT

The Town entered into a Tax Increment Financing Agreement (TIF) with Sun Microsystems, Inc. for the exemption of taxes on all development of property located between Middlesex Turnpike, Burlington Road and Route 3, Burlington, Massachusetts in accordance with the Massachusetts Economic Development Incentive Program and Chapter 32A of the Massachusetts General Laws.

The exemption shall be for a period of twenty years commencing with fiscal year 1998 and ending with fiscal year 2017. The agreement provides an exemption from taxation on the value of all improvements on the site constructed and used for office and/or research and development purposes for each phase of the project and for the value of all personal property located on the site.

Sun Microsystems, Inc. has agreed to pay the Town the sum of \$6,000,000 to be used by the Town for the implementation of a technology plan for the Town school system and for such other purposes as the Board of Selectmen deem advisable. The sum is payable in ten equal semi-annual installments of \$600,000 each due on June 1 and January 1 of the first five years of the exemption period that began on June 1, 1997. These revenues and related expenditures are recorded in the Special Revenue Fund.

NOTE 11 – ENVIRONMENTAL SETTLEMENT CLAIM

In 1989, the Town, along with other municipalities, was named as a third-party defendant in a lawsuit filed by the United States of America and the Commonwealth against a trucking company and others. The Towns were alleged to have arranged with the trucking company and others for the transportation, disposal, storage or treatment of hazardous substances and materials at the trucking companies landfill. The Town has agreed to settle this lawsuit. The Town's portion of the settlement, less recovery from insurance companies, totaled \$1,189,000, which began being paid over a ten year period, at 4% interest per annum, in fiscal year 1994. The annual payments are raised and appropriated each fiscal year. The liability remaining at June 30, 2002, totaled \$118,900, which is recorded in the General Long-Term Obligations Account Group.

NOTE 12 – COMMITMENTS

The Town has entered into, or is planning to enter into, contracts totaling approximately \$1,650,000 for upgrades to the Water Treatment Plant and \$250,000 for renovations to school facilities.

Under the terms of an agreement with the State Department of Environmental Management and Wheelabrator North Andover Inc. (WNAI) (formerly Massachusetts RefuseTech, Inc.), the Town is unconditionally obligated to make certain payments for its portion of the costs of using a resource recovery plant based on its projected minimum tonnage of solid waste to be disposed of at the plant. The cost to the Town under the agreement was approximately \$1,391,000 during fiscal year 2002. The facility was financed by the issuance of bonds in the amount of approximately \$197,000,000. In the event of a facility failure, under circumstances in which the WNAI is not required or is unable to pay damages, the Town's indirect share of the bonds, based on the aggregate projected minimum disposal tonnage of all participating communities, would be 5.49% of the total.

NOTE 13 – CONTINGENCIES

The Town participates in a number of federal award programs. Although the Town grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2002, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2002, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2002.

NOTE 11 – FUTURE IMPLEMENTATION OF GASB PRONOUNCEMENTS

The GASB has issued the following pronouncements:

- Statement #34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments (Statement #34)*.
- Statement #37, *Basic Financial Statements – and Management's Discussion and Analysis - for State and Local Governments; Omnibus*
- Statement #38, *Certain Financial Statement Note Disclosures*

The significant changes related to the implementation of these statements include the following:

- For the first time the financial statements will include:
 - A Management Discussion and Analysis (MD&A) section that provides an analysis of the overall financial position and results of operations.
 - Financial statements prepared using full accrual accounting for all of the non-fiduciary activities, including reporting all capital assets.
 - A change in the fund financial statements to focus on the major funds.

The Town's implementation date is fiscal year 2003.

During fiscal year 2002, the GASB issued Statement #39, Determining Whether Certain Organizations are Component Units, an amendment of GASB Statement No. 14, which is required to be implemented during fiscal year 2004. It is expected that this pronouncement will not significantly impact the general purpose financial statements.

TOWN OF BURLINGTON

DIRECTORY

Department Town of Burlington

	Telephone (Area Code 781)	E-mail/Web Address
Burlington Web		www.burlington.org
Information/Connecting all Departments	270-1600	
Main Fax Number Connecting Offices	270-1608	
Accounting	270-1610	accounting@burlmass.org
Assessors	270-1650	assessor@burlmass.org
B-CAT	273-5922	bcac@burlington.mec.edu
B-Line Information	270-1965	
Board of Health		
Public Nurse	270-1957	nurse@burlmass.org
Sanitarian/Environmental Engineer	270-1954	health@burlmass.org
Building Inspector	270-1615	building@burlmass.org
Community Life Center	270-1961	bclc@burlmass.org
Conservation Commission	270-1655	conservation@burlmass.org
Council On Aging	270-1950	coa@burlmass.org
C.O.A. Lunch Line	270-1952	
Dog Pound	270-1698	aco@burlmass.org
Emergency Management Agency	270-1914	
Fire		
Emergency/Ambulance	911	
TDD for the Deaf	229-4367	
Business	270-1925	fire@burlmass.org
Library	270-1690	library@burlmass.org
Planning Board	270-1645	planning@burlmass.org
Police		
Emergency	911	
TDD for the Deaf	229-4852	
Business	270-1914	police@burlmass.org
Public Works	270-1670	dpw@burlmass.org
Chestnut Hill Cemetery	229-1879	
Pine Haven Cemetery	270-1982	
Central Maintenance	270-1678	
Engineering	270-1640	engineering@burlmass.org
Highway	270-1677	
Water & Sewer Utilities Division	270-1679	
Sewer Section	229-2043	
Mill Pond Water Treatment Plant	270-1680	
Vine Brook Ground Water Treatment Plant	270-1682	
Recreation		
Office	270-1695	recreation@burlmass.org
Garage	270-1697	
School Department	270-1800	www.burlington.mec.edu
Burlington High School	270-1838	
Foxhill School	270-1791	
Francis Wyman School	270-1701	
Marshall Simonds School	270-1781	
Memorial School	270-1721	
Pine Glen School	270-1712	
Selectmen	270-1630 and 270-1631	selectmen@burlmass.org
Shawsheen Regional Technical School	(978) 667-2111	www.shawsheen.tec.ma.us
State Internet Portal		www.mass.gov
Tax Collector	270-1625	tax@burlmass.org
Town Administrator	270-1635	selectmen@burlmass.org
Town Clerk	270-1660	clerk@burlmass.org
Treasurer	270-1623	treasurer@burlmass.org
Veterans Agent	270-1959	veterans@burlmass.org

Annual Report

For Reference

Not to be taken from this room

OF THE TOWN OFFICERS

BURLINGTON



MASSACHUSETTS

TOWN OF
Incorporated 1789
BURLINGTON
Incorporated By
THE BURLINGTON BUSINESS ROAD TABLE

YEAR ENDING DECEMBER 2003

ANNUAL REPORT
OF THE
TOWN OFFICERS
YEAR ENDING
DECEMBER 2003



BURLINGTON
MASSACHUSETTS

In Memoriam

Ernest DeMartinis

School Media Specialist –
Retired

President BCAT
BCSF Board of Directors

Marion Doucakis

Council on Aging Receptionist

Dahlia Doyle

Town Meeting Member

Agda G. Ekwall

School Clerk – *Retired*

June M. Flannery

School Clerk – *Retired*

John “Ed” Fogelberg

Teacher – Tax Collector –
School Committee – *Retired*

Douglas P. Forbes

Served on the Planning Board
from 1956–1961

Marie George

Council on Aging Board Member

W. Ethel Given

Tax Office Clerk – *Retired*

Victoria Graham

Election Worker

Marie Hayes

School Teacher – *Retired*

Ruth M. Hosey

Adult Education School Clerk –
Retired

Oscar Lovgren

School Custodian – *Retired*

Albert Marchant

DPW-Water/Sewer Dept. – *Retired*

William McNamara

Town Meeting Member

John C. Moglia

Police Department – *Retired*

Nicholas Raftopoulos

School Teacher – *Retired*

James Reynolds

School Custodian – *Retired*

Richard Robichaud

Election Worker

Deborah Shea

School Teacher – *Retired*

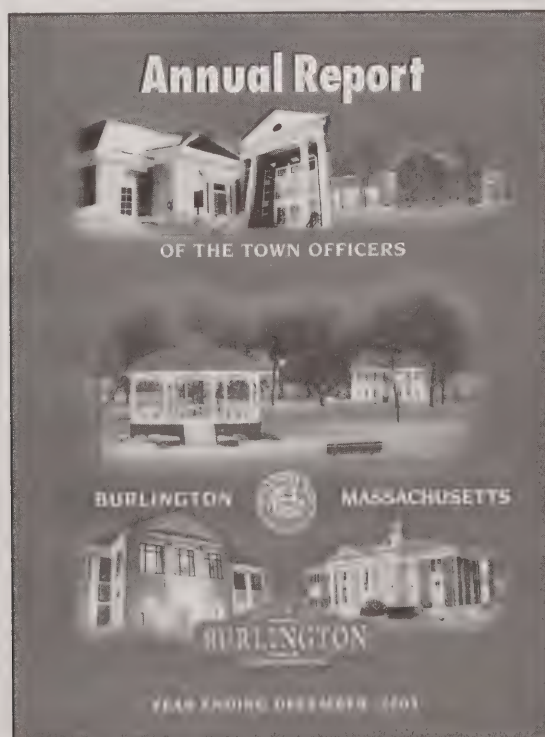
Esther Skelton

Historical Society

Helen Wilke

School Clerk – *Retired*

Employees, board and committee members who have passed away during 2003



ON THE COVER: Night scene of
Town buildings around Town Common.
(Photos by Alan C. Nelson,
cover by Peter Amirault of TYPE A)

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DIRECTORY**

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Special thanks to Pauline Crusco for all her effort and hard work organizing this report.

TOWN OF BURLINGTON DIRECTORY

Department Town of Burlington	Telephone (Area Code 781)	E-mail/Web Address
Burlington Web		www.burlington.org
Information/Connecting all Departments	270-1600	
Main Fax Number Connecting Offices	270-1608	
Accounting	270-1610	accounting@burlmass.org
Assessors	270-1650	assessor@burlmass.org
B-CAT	273-5922	bcac@burlington.mec.edu
B-Line Information	270-1965	
Board of Health		
Public Nurse	270-1957	nurse@burlmass.org
Sanitarian/Environmental Engineer	270-1954	health@burlmass.org
Building Inspector	270-1615	building@burlmass.org
Community Life Center	270-1961	bclc@burlmass.org
Conservation Commission	270-1655	conservation@burlmass.org
Council On Aging	270-1950	coa@burlmass.org
C.O.A. Lunch Line	270-1952	
Dog Pound	270-1698	aco@burlmass.org
Emergency Management Agency	270-1914	
Fire		
Emergency/Ambulance	911	
Communications for the Deaf	911	
Business	270-1925	fire@burlmass.org
Library	270-1690	library@burlmass.org
Management Information Systems	270-1613	
Planning Board	270-1645	planning@burlmass.org
Police		
Emergency	911	
Communications for the Deaf	911	
Business	270-1914	police@burlmass.org
Public Works	270-1670	dpw@burlmass.org
Chestnut Hill Cemetery	229-1879	
Pine Haven Cemetery	229-1879	
Central Maintenance	270-1678	
Engineering	270-1640	engineering@burlmass.org
Highway	270-1677	
Water & Sewer Utilities Division	270-1679	
Sewer Section	229-2043	
Mill Pond Water Treatment Plant	270-1680	
Vine Brook Ground Water Treatment Plant	270-1682	
Recreation		
Office	270-1695	recreation@burlmass.org
Garage	270-1697	
School Department	270-1800	www.burlington.mec.edu
Burlington High School	270-1838	
Foxhill School	270-1791	
Francis Wyman School	270-1701	
Marshall Simonds School	270-1781	
Memorial School	270-1721	
Pine Glen School	270-1712	
Selectmen	270-1630 and 270-1631	selectmen@burlmass.org
Shawsheen Regional Technical School	(978) 667-2111	www.shawsheen.tec.ma.us
State Internet Portal		www.mass.gov
Tax Collector	270-1625	tax@burlmass.org
Town Administrator	270-1635	selectmen@burlmass.org
Town Clerk	270-1660	clerk@burlmass.org
Treasurer	270-1623	treasurer@burlmass.org
Veterans Agent	270-1959	veterans@burlmass.org

Annual Reports of the Town of Burlington, Massachusetts 2003

A part of Woburn in 1642, a Woburn Precinct as of 1730.

Burlington was incorporated as a town on February 28, 1799.

Population as of January 2003: 23,402.

Area of Town - 7,577 acres or 11.88 square miles.

Tax Rate FY04 - Residential: \$ 8.10

Commercial: \$24.90

Elevation at Town Hall - 220 feet above sea level.

Governor:	Mitt Romney State House Boston, MA 02133
U.S. Senators:	Edward M. Kennedy 2400 John F. Kennedy Federal Bldg. Boston, MA 02203 John F. Kerry 1 Bowdoin Square, 10th Floor Boston, MA 02114
Congressman: 6th District	John Tierney 17 Peabody Square Peabody, MA 01960
Councilor: 6th District	Michael J. Callahan 500 Salem St. Medford, MA 02155
State Senator: 4th Middlesex	Robert A. Havern State House, Room 513 Boston, MA 02133
Representative: 21 Middlesex	Charles Murphy State House, Room 156 Boston, MA 02133

TOWN GOVERNMENT SCHEDULE

Board of Appeals	Meets on the first and third Tuesdays of the month, Town Hall, 7:30 P.M.
Board of Assessors	Meets the second Thursday of the month, Town Hall, 4:30 P.M.
Board of Health	Meets the second and fourth Tuesdays of the month, Town Hall, 7:00 P.M.
Board of Selectmen	Meets the second and fourth Mondays of the month, Town Hall, 7:00 P.M.
Conservation Commission	Meets the second and fourth Thursdays of the month, Town Hall, 7:00 P.M.
Council on Aging	Meets the second Wednesday of the month, 61 Center St., 10:00 A.M.
Historical Commission	Meets the third Wednesday of the month, Town Hall Annex, 7:00 P.M.
Housing Authority	Meets on the first Wednesday of the month, 15 Birchcrest St., Noon
Library Trustees	Meets on the second Thursday of the month, Library, 7:00 P.M.
Planning Board	Meets the first and third Thursdays of the month, Town Hall, 7:30 P.M.
Recreation Commission	Meets on the second and fourth Mondays, 61 Center St., Rm. 103, 7:00 P.M.
School Committee	Meets the second and fourth Tuesdays of the month, Burlington High School, 7:30 P.M.
State Representative Charles Murphy	Public hours the third Wednesday of the month, 61 Center St., Room 103, 6-7 P.M.
Town Meeting	Meets the fourth Monday in January, second Monday in May (annual), and fourth Monday in September, Fogelberg Auditorium, Burlington High School, 7:30 P.M.

All other scheduled board/committee meetings are posted at Town Hall and are published as a monthly calendar on the Town Clerk's web page www.burlington.org/clerk then click on the link to Public Meetings/Hearings.

TOWN HALL SCHEDULE

Open Daily: 8:30 a.m. - 4:30 P.M., Monday
 All offices thru Friday
 Except 4:30 P.M. - 6:30 P.M. 2nd and 4th
 Holidays Thursdays of the month: Assessors;
 Building Dept.; Conservation Commission
 (by appointment);
 Town Clerk; Town Archives (4th) and Tax
 Collector.
 Nurse: Walk-in Clinic 2nd and 4th
 Wednesdays, 3:30 P.M. - 6:30 P.M. Human
 Services Center, 61 Center St.
 Board of Health/Lahey Clinic Free Care
 Community Clinic, 2nd and 4th Thursdays,
 5:00 P.M. - 8:00 P.M. by appointment only,
 call the nurse at 270-1957. This program is
 offered to residents aged 19 - 65 who do not
 have health insurance or are under insured.

ELECTED OFFICIALS

Town Clerk (5 Yrs.)

Jane L. Chew 7 Winn Valley Dr. 2006
Elected 4/85

Moderator (1 Yr.)

Robert P. Marrano 14 Michael Dr. 2004
Elected 4/98

Selectmen (3 Yrs.)

Albert L. Fay, Jr. 11 Raymond Rd. 2006
Elected 4/00
 Gary J. Gianino 11 Thornton Dr. 2005
Elected 4/93
 Joseph A. Impemba 11 Briarwood Ln. 2006
Elected 4/91
 Kevin B. McKelvey 4 Allison Dr. 2004
Elected 4/98
 Juliet M. Perdichizzi 239 Fox Hill Rd. 2004
Elected 4/97

Assessors (3 Yrs.)

Lisa M. Annunziata 5 Independence Dr. 2004
Appt. 7/99 Elected 4/00
 Michael W. Crocker 15 Thornton Dr. 2005
Appt. 2/98 Elected 4/98
 Paul R. Sheehan 5 Thornton Dr. 2006
Appt. 1/99 Elected 4/99

Treasurer/Collector (3 Yrs.)

Brian P. Curtin 3 Lee Ave. 2004
Elected 4/76

School Committee (3 Yrs.)

Christine M. Monaco 18 Corcoran Rd. 2004
Elected 4/92
 Thomas F. Murphy, Jr. 3 Lexington St. 2004
Elected 4/93
 Stephen A. Nelson 25 Fairfax St. 2005
Elected 4/96
 Sharon Marie Sotiros 17 Hart St. 2006
Elected 4/03
 John L. Vanella 8 Pearson Circle 2005
Elected 4/81

Library Trustees (3 Yrs.)

Paula F. Bernard, Jr. 263A Cambridge St. 2006
Appt. 10/02 Elected 4/03
 Orise P. Desautels 7 Joanne Rd. 2004
Elected 4/01
 Edith F. Entwistle 62 Beaverbrook Rd. 2005
Elected 4/96
 Ellen Marie Ferguson 76 Francis Wyman Rd. 2004
Elected 4/01 (W/I)
 Samuel P. Martorano 1 Laurel Ln. 2005
Write-in 4/03
 Eileen C. Sickler 13 Foster Rd. 2004
Appt. 6/03 (Term 2006)

Planning Board (5 Yrs.)

Ernest E. Covino, Jr. 1 Marvel Ave. 2005
Elected 4/89
 Ann M. Cummings 9 Shea Circle 2008
Elected 4/03
 John A. DeFrancesco 50 Westwood St. 2007
Elected 4/82
 Albert L. Fay, Jr. 11 Raymond Rd. 2004
Elected 4/94
 Jayne L. Hyde 6 Hallmark Gardens #1 2007
Elected 4/96
 Paul R. Raymond 1 Dorothy Rd. 2005
Elected 4/90
 Paul F. Roth 249 Fox Hill Rd. 2006
Appt. 10/97 Elected 4/98

Board of Health (3 Yrs.)

James J. Dion	19 Crystal Circle	2006
<i>Elected 4/97</i>		
Eugene Terry McSweeney	1 McSweeney Way	2005
<i>Elected 4/99</i>		
Catherine E. Read	22 University Ave.	2006
<i>Appt. 3/02</i>		
Edmund F. Wall	4 Waite Ave.	2004
<i>Elected 4/01</i>		
Edward J. Weiner	43 Freeport Dr.	2004
<i>Elected 4/89</i>		

Constable - 1st (3 Yrs.)

Sheila E. Howard	2 Hallmark Gardens #4	2004
<i>Elected 4/96</i>		

Constable - 2nd (3 Yrs.)

Anthony J. Saia	27 Alcine Ln.	2004
<i>Elected 4/77</i>		
Housing Authority(5 Yrs.)		
Joseph J. Arena	10 Moss St.	2004
<i>Elected 4/84</i>		
M. Harrison Graham	14 Birchcrest St. #D2	2006
<i>Elected 4/81</i>		
James H. Langley, Jr.	13 Algonquin Dr.	2008
<i>Elected 4/03</i>		
James J. Rogers	42 Locust St.	Gov.
<i>Appt. (1999)</i>		
Michael S. Runyan	7A Mountain Rd.	2007
<i>Elected 4/02</i>		

Recreation Commission (3 Yrs.)

John J. Ferren	37 Lantern Ln.	2006
<i>Elected 4/97</i>		
Karen Hoyt	8 Porter Ave.	2004
<i>Appt. 11/00 Elected 4/01</i>		
Christine M. Monaco	18 Corcoran Rd.	2005
<i>School Comm. Appt.</i>		
Paul R. Raymond	1 Dorothy Rd.	2005
<i>Planning Bd. Appt.</i>		
Kevin J. Sullivan	14 Frothingham Rd.	2005
<i>Elected 4/01</i>		
John L. Vanella	8 Pearson Circle	2005
<i>School Comm. Appt. Res 4/03</i>		

Shawsheen Tech (3 Yrs.)

Paul V. Gedick	5 County Rd.	2006
<i>Elected 4/03</i>		
Alfred J. Verrier	12 Mohawk Rd.	2005
<i>Elected 4/89</i>		

REPORT OF THE BOARD OF SELECTMEN AND THE TOWN ADMINISTRATOR



The Board of Selectmen and the Town Administration were faced with a number of difficult challenges in 2003 as we continued to deal with the effects on our budget of the statewide economic sluggishness, the monetary cutbacks in aid to our community and the increasing demands for services with limited additional resources to address these needs. As we have stated in the past, Burlington is fortunate to be in a position to deal with many of the issues negatively affecting some of our neighbors because of our strong and diverse tax base, sound fiscal planning which keeps us below our maximum taxing capacity as well as a creative and strong professional workforce in our Departments. We look forward to continuing the progress made during this past year in many of the areas under our jurisdiction and we will identify below some of the most important matters before us during calendar year 2003.

Election of 2003

The spring of 2003 brought the tradition of our annual election and the two incumbent Selectmen were re-elected to three year terms in a spirited race to continue the progress made over the past few years. At the first meeting of the new Board, Al Fay was elected Chairman and Gary Gianino was selected as Vice-Chairman to lead the Board during the next year.

Three Way Land Swap Update

This past year was an exciting time for those residents who supported the preservation of the Grandview Farm complex as an important component of the previously approved

three way land swap. Our very active group of volunteers who have taken on the mission of preserving this property for future generations had a year full of hope, determination and success on a number of different fronts. The Burlington Town Meeting provided monies to secure the building, protect the asset by alarming the complex directly to the Police and Fire Departments, restored nominal heating components and generally protected the building(s) from the harsh affects of the weather in New England. In addition, the Town Meeting provided money to secure the services of an engineering firm to provide the Town with a detailed structural analysis of the building. The results of this study gave the Town the impetus to move forward with a request to sell individual home lots to pay for the renovations necessary to protect the integrity of the complex. As the year came to a close, the Board of Selectmen approved the sale of one home lot (pending Town Meeting approval) to finance the repairs identified in the report. The community support for this structure has manifested itself in two specific events held during the fall of 2003: One, a "mystery" dinner which sold out and two, an open house on a rainy Saturday in October which saw in excess of 2000 people come through the complex!

The fall of 2003 also saw the realization that, indeed, the Town of Burlington would begin to see the benefits of the land swap directly related to the building of affordable senior housing for Burlington residents. The development of the Mountain Road housing which includes 36 rental units for Burlington seniors was begun in the late fall after the developer, Mr. Ruping, received final approval for his financing from his bank. Mr. Ruping reported to the Board that he expects to complete the entire project within 16 months which means we could see the senior affordable units ready for occupancy by late spring of 2005! This is very good news for the over 100 people who have signed up on our list for the senior housing. Additionally, we continue to work at securing a developer for the senior units to be built on the Grandview site. This remains a primary focus of the Board and the Administration and we are confident that in 2004 we will bring forward a plan to complete this important component of the overall plan.

Fiscal Issues

As mentioned above, calendar year 2003 presented us with a number of serious issues related to our budget process. In January of 2003, the Governor released his preliminary budget which drastically reduced the amount of monetary aid coming to Burlington. The Board of

Selectmen accepted the recommendations of the Administration concerning this and supported limiting the overall budget increase for FY 2004 to no more than 4%. In the end, the reduction in State aid to Burlington amounted to approximately \$1,500,000 in a two year period! Finally, during the same time frame, the Governor was forced to use his executive authority by imposing his so-called 9C cuts in the existing budget for FY 2003! For Burlington it meant reducing our existing operating budget by an additional \$300,000 during the last 6 months of FY 2003. All of our Departments worked cooperatively with the School Department to accomplish the goal of budget reductions given the fiscal realities we were facing.

TOWN ADMINISTRATOR



Town Administrator Robert A. Mercier

Needless to say, there are consequences to this type of budget tightening. For fiscal year 2004, the Town implemented a reduced hour schedule for the B-Line bus service, reduced hours in full time staff positions, did not replace full time positions in the Police Department and the DPW and eliminated funding for the Homecoming Parade.

Given the problems cited above, the Administration proposed a long term Debt Schedule to allow the Town to continue to invest in its important infrastructure projects by bonding projects based upon an existing declining debt obligation schedule and tying the sale of bonds to normal

growth in the overall operating budget. The key to the success of such a program was getting all Departments to participate in the development of the program and addressing needs of all Departments including the Schools. The Board unanimously endorsed this program and the Burlington Town Meeting supported the first issue at the September 2003 Town Meeting. We believe this program will allow us to continue to invest in our infrastructure and protect the assets of this community for future generations.

Finally, in recognition of the continued difficult times ahead, the Board accepted the recommendation of the Town's financial managers to restrict budget growth in FY 2005 to 2%! This will likely force us to again take actions such as non-replacement of positions, limited spending on special warrant articles and no new spending initiatives to simply maintain our existing level of services for the residents of Burlington.

NESWC/Trash Options

In 2003, the Board took two major actions pertaining to the Town's trash disposal concerns as we look to the future. The Town's current vendor for trash collection and disposal (BFI) approached the Town in the spring of 2003 with a proposal to pick up the Town's trash on one day of the week as opposed to the existing practice of 5 days of the week pick-up. The Administration proposed that the Board of Selectmen adopt this program for a trial period and the Board approved this initiative during the summer months. To date this has been an unqualified success by saving the Town money, providing our residents with consistency in terms of trash pick-up and additionally enhancing the environment of neighborhoods by having trash barrels on the streets only one day per week. In addition, we increased our leaf pick-up to 10 weeks per year.

Also, during 2003 the Board accepted the recommendation of the Town Administrator to enter into a 5 year agreement with the owners of the North Andover trash to energy complex, to dispose of our trash after the termination of the current NESWC agreement (September 2005). This was an important step in securing a lower per ton rate for trash disposal, assuring that the Town will have a facility which will accept our trash through 2010 and providing our fiscal managers with the knowledge they can accurately plan on a fixed cost for trash disposal through the end of this decade. The savings realized by this action could approach \$750,000 in the first year of implementation!

Licensing Issues

During 2003, the Board began an aggressive review of all licenses issued by the Board to assure compliance with our established procedures. The Board has been working to tighten up the requirements for liquor licenses and re-defined some of the criteria the Board would impose on current and prospective license holders. In addition during 2003, the Board issued a liquor license to the new Bugaboo Creek Restaurant which should open in 2004. The Board remains below the number of license it is allowed to issue under the State statutes. As the year came to a close, the Governor signed a bill which would allow package stores to remain open on Sundays throughout the year. The Board sought the opinion of the store owners prior to making a decision but would be inclined to approve this request based on the competitiveness of the marketplace.

The Board also began to look at our Class II license holders who are allowed under this type of license to sell used vehicles. Over the past few years we have had a number of request for so-called "broker" licenses which allow individuals to buy and sell vehicles from their homes. During 2003, the Board received a number of concerns related to the activity of these "brokers". The Board has taken an aggressive approach to enforcing our by-laws and also the criteria established by the Registry of Motor Vehicles for this type of operation and has placed all license holders on notice that violations will not be tolerated in Burlington. To that end, the Board did not re-issue a license due to non-compliance.

Important Development Issues

Although the economy remains sluggish, Burlington dealt with a number of development proposals during 2003 which will have a significant impact on the Town and it's residents. At long last, the proposed Shaw's supermarket opened it's doors at the former Filene's Basement site. The improvements to this important gateway in Burlington are significant. This appears to be a welcome addition to the Town by our residents. During the summer of 2003, the Board was presented a preliminary plan by the Lahey Clinic concerning a major campus enhancement to their existing site. If approved, this will be the largest development project in this town since the Sun Micro Systems PDD. There are many issues to work out with the Lahey before this project meets final approval and the Board will be discussing a revised "Pilot" agreement with the Lahey. During 2003, the Lahey has

agreed to extend their payment of property taxes on two other parcels they own for an additional 5 year period.

Two separate development proposals became rather controversial in 2003 and the Board of Selectmen were asked to take specific actions. In one case, the Knights of Columbus building was first proposed to be developed as a condominium project which was rejected by our Town Meeting. A number of concerned citizens sought to have the Board consider a purchase of the building. After a careful review of the costs associated with this type of purchase and given the fiscal restraints on the Town, it was felt this purchase would not make sense for the Town at this time.

The second project which generated much discussion had to do with the proposed location of an assisted living complex in a residential zone albeit this property does abut the Burlington Mall Road. Our Board of Appeals granted a variance for this project and the Board of Selectmen discussed a possible appeal to this decision because of a concern about the process used to essentially circumvent the Town Meeting authority pertaining to zoning issues. After discussion with Town Counsel, the Board decided not to pursue a challenge to this decision.

School Debt Exclusion

The issues related to renovations and improvements to school buildings continued to dominate much of the discussion in Town during 2003. The Board was approached during the Spring of 2003 to call for a Special Election to consider a Debt exclusion for a \$45,000,000 school renovation project(s). The Board of Selectmen set a date prior to the May Town Meeting which was ultimately withdrawn after it became evident that the State School reimbursement program was in jeopardy because of the State financial problems. During the summer months, the School Administration supported a plan to spend \$30,000,000 on the schools and submitted a warrant Article for consideration in September. The Town Meeting supported putting this question before the voters in a November election called by the Board and in a highly contentious and vigorous campaign, the question lost by a large majority.

Since that time, the School Committee and the School Administration have requested to meet with the Board and the Financial Team to consider their available options. This will be an ongoing dialogue throughout the next calendar year.

Staff

We, along with the Town Administrator, are extremely fortunate to have a staff of committed, professional workers who truly work for the best interest of all the residents of this community. The Town Administrator has alerted us to the pending retirement of the Assistant Town Administrator in September of 2004. Mr. Rittenberg has been a real asset to the office of the Town Administrator and embodies the term "professional". The Town will be hard pressed to find a more committed and dedicated individual who places the well being of Burlington above all else. Good luck, Larry.

In summary, Burlington continues to present unique challenges as we look to the next year. As stated earlier, we are fortunate in that we remain better able to handle financial matters because of our conservative budget planning and our wonderful and diverse tax base. We look forward to the challenge of 2004 and will continue to respect our resident's opinions and we welcome your feedback on any of the matters coming before us.

Respectfully submitted,

The Board of Selectmen:

Albert L. Fay, Jr., Chairman
Gary J. Gianino, Vice-Chairman
Joseph A. Impemba, Member
Juliet M. Perdichizzi, Member
Kevin B. McKelvey, Member

Administration:

Robert A. Mercier, Town Administrator
Lawrence M. Rittenberg, Assistant Town Administrator

Professional staff:

Janis Critch, Executive Assistant to the T.A.
Pauline Crusco, Principal Clerk
Sandra Madigan, Principal Clerk
Jean Gallant, Senior Clerk

HUMAN RESOURCES DEPARTMENT



Photo by Patrolman Jimmy Tigges

2003 was as exciting a year as 2002. June 6, 2003 marked the Town's second "Employee Appreciation Day" and it was even better than the first! This year, unlike last, the weather cooperated; the sun shone and the temperature was about 80!

A great deal of planning and organization entails such an event, and Employee Appreciation Day could not have been such a success without the support and contributions of union representatives and departments throughout the Town. Last year we had about 60 raffle prizes and this year we had a grand total of 95! The raffle prizes were donated by local businesses and our employees were quite diligent in their collection. Due to the overwhelming response last year, we brought in two caricaturists for twice the fun! Local caterer Culinary Creations delighted us with their barbeque.

I would personally like to thank Planning Committee Members Jayne Hyde, Mary Fay, Sandi Madigan, Jimmy Tigges, Terri Tarpey, Paula McMahon, Peter O'Keefe and Brendan Egan. Without your assistance an event such as this would be impossible. Thanks a million!

For the second year in a row the Town adopted Section 116 of Chapter 32 of the MA General Laws, the Early Retirement Incentive Program (ERI). On November 21, 2003 ten long-term and valued employees from municipal and school departments retired under the provisions of the ERI. Good-bye and best wishes to you all! You will be missed!

While training at all levels remains to be an important human resources initiative, I am happy to report that our Department Heads received training in the following areas



Photo by Patrolman Jimmy Tigges

Employee Appreciation Day
June 6, 2003

in 2003: Sexual Harassment and Procurement. Employees at all levels of the Police and Fire Departments were trained in Employee Alcohol/Substance Abuse Awareness. I am in the process of preparing training schedules for calendar year 2004.

Fiscal Year 2005 promises to present some exciting challenges: We recently settled with the Patrolmen's Union and now all of the Union Contracts on the municipal side expire effective June 30, 2004; upcoming negotiations with all five of our bargaining units along with budget preparations will keep the Town Administrator and I quite busy. With the retirement notice of our Fire Chief Paul Thibault this coming October, the promotion of one of our many highly qualified employees in the command staff to the position of Fire Chief will be a rewarding and exciting process which will unfold over the course of the next year. Best of luck, Paul! Additionally, our Assistant Town Administrator, Larry Rittenberg has announced his retirement. Recreating the 'team' will be especially demanding from a recruitment standpoint.

On the educational side, I was privileged to Chair the Search Committees for the positions of Director of Pupil Services and the Principal of the Pine Glen Elementary School. Although all of us on the School Department's Administrative Council were sorry to see Kevin Foley and Steve Preston retire, we were thrilled to welcome Dr. Cath Estep and Principal Jane Graham-Dwyer to the team!

2003 was another busy and exciting year. I anticipate the challenges and initiatives that 2004 promise to bring to both the municipal and school departments. Again, I wish to extend my sincerest thanks to Bob Mercier and Jim

Picone for their guidance and leadership, and to Janis, Pauline, Jean and Sandi: You are the best! Special thanks to Rosemary and Denise for their consummate willingness to assist when needed. And to my friend Larry Rittenberg who I will miss tremendously come September: I.L.Y.A.W.M.Y.!

Respectfully submitted,

Anne Marie Tucciarone-Mahan
Human Resources Director

TOWN COUNSEL

During 2003, Town Counsel handled a number of complex litigation matters. In addition, the firm rendered numerous legal opinions to various Town boards, approved contracts as to form, and handled a number of real estate transactions. There are currently fourteen active litigation cases involving the Town and the School Department. Ten of these cases involve appeals from decisions of the Board of Appeals, the Planning Board, and the Conservation Commission, and two involve School Department labor matters. A total of two cases were resolved in 2003.

Town Counsel has been working closely with the Town administration to ensure that projects which were developed in the Town through the comprehensive permit process maintain the same number of affordable units as required by the Zoning Board of Appeals. In addition, we have been continuing to work with Town officials and the developer to ensure completion of the Grandview Farm land exchange and the development of the affordable housing units pursuant to that agreement.

We extend our appreciation to the Board of Selectmen for their confidence in retaining this firm, and appreciate the assistance and cooperation on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, department heads, boards, committees, and other Town personnel. We look forward to working with the members of the Town Government in the future.

Respectfully submitted,

Leonard Kopelman, for the
Firm of Kopelman and Paige, P.C. Town
Counsel

TOWN CLERK

The Town Clerk's Office conducted 42,908 transactions with the public this year, an increase of 2.3%. Total revenue generated 2003 was \$141,210, an increase of 2.6%. The Town Clerk's website is updated regularly and now includes Town Meeting minutes and attendance, upcoming election dates and results. Also included is: Resident's Guide, General Bylaws, Zoning Bylaws, Town Demographics, Elected and Appointed Officials and Town Meeting Members, Meeting Calendar, Voter Information, Business Listings, etc. Please visit us at www.burlington.org/clerk and the Archives at www.burlington.org/clerk/archives.

Following are the historical profiles on Births, Marriages, Deaths, Voting Statistics; Election results; and the Archives report. Town Meeting Minutes are included in the Appendix.

It has been our pleasure to serve you this year.

Respectfully submitted,

Jane L. Chew, Town Clerk

VITAL STATISTICS

HISTORICAL PROFILE (adjusted)

The following Births, Marriages, and Deaths were recorded in the Office of the Town Clerk. The figures for marriages and deaths are not exclusively those of residents. The figures for births for the last two years do not include all out of wedlock births. As those figures become available from the state, the chart will be amended.

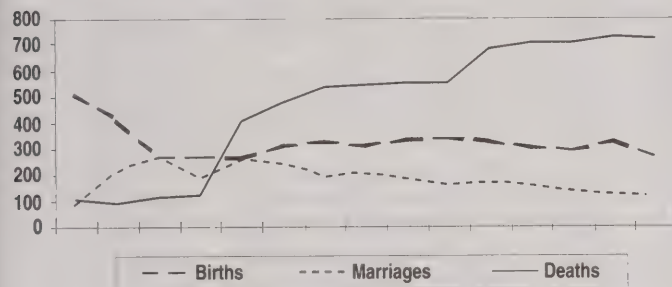
Note: Lahey Clinic opened in 1980

	Births	Marriages	Deaths
1965	509	80	99
1970	406	217	87
1975	265	263	105
1980	263	185	113
1985	259	253	403
1990	306	240	472
1995	322	196	532
1996	303	200	538

Town of Burlington

1997	326	191	547
1998	333	162	549
1999	323	165	671
2000	297	161	705
2001	287	140	695
2002	310	122	720
2003	257	117	713

Received through 1/8/04



VOTING STATISTICS

VOTES CAST

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
1993	598	517	618	490	545	524	3292	24%
1994	578	319	547	528	596	597	3165	24%
1995	461	290	485	428	489	566	2719	20%
1996	298	157	347	269	317	315	1703	13%
1997	695	371	771	598	719	738	3889	30%
1998	608	261	622	513	593	594	3191	16%
1999	362	130	392	327	296	283	1790	13%
2000	607	304	572	541	673	595	3292	24%
2001	550	267	535	505	560	527	2944	21%
2002	419	188	361	386	433	416	2197	16%
2003	611	330	632	554	733	612	3472	25%

SPECIAL ELECTIONS

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
Referendum 1985	1492	1224	1361	1277			5354	41%
Referendum 1991	1234	1338	1108	770	930	1093	6473	49%
PROP 2½ 1994	718	385	667	672	768	735	3945	28%

Selectman 1997	457	198	353	331	368	408	2115	15%
PROP 2½ 2003	1113	592	1036	878	1177	1079	5875	42%

PRESIDENTIAL PRIMARIES

March 1988	668	669	775	612	669	759	4152	33%
March 1992	847	931	861	713	751	836	4939	36%
March 1996	335	244	344	321	313	359	1916	14%
March 2000	824	550	861	767	791	791	4584	32%

STATE PRIMARIES

September 1992	668	602	808	516	647	692	3933	29%
September 1994	484	310	523	482	499	526	2826	21%
September 1996	336	182	335	362	391	339	1944	14%
September 1998	566	371	609	556	589	577	3268	23%
September 2000	126	70	171	115	171	160	813	8%
September 2002	701	447	747	612	729	666	3902	28%

STATE/PRESIDENTIAL ELECTIONS

November 1986	2298	1770	1884	2069			8021	63%
November 1988*	2051	1981	2157	1841	1814	2025	11869	88%
November 1990	1921	1958	2021	1677	1737	1908	11222	82%
November 1992*	2202	2444	2309	1840	1920	2076	12791	87%
November 1994	1818	1329	1715	1573	1687	1732	9854	72%
November 1996*	2101	1630	1974	1800	1905	1918	11328	79%
November 1998	1522	1008	1480	1295	1382	1408	8095	57%
November 2000*	2133	1582	2028	1828	2001	2000	11572	79%
November 2002	1726	1199	1693	1378	1738	1630	9364	66%

* Denotes Presidential Election

ELECTION RESULTS

TOWN OF BURLINGTON

TOTAL TALLY SHEET

April 5, 2003

Election

Eligible Voters

Total Votes Cast

Percent

13,904

3,472

24.97%

Student
Vote

251

PRECINCT	1	2	3	4	5	6	GRAND TOTAL	
TOTAL VOTES CAST	611	330	632	554	733	612	3,472	
MODERATOR - 1 YR (1)								
Blanks	79	36	56	59	73	72	375	27
Robert P. Marrano*	421	184	383	324	482	392	2,186	136
Paul T. LeClair	107	109	191	168	177	146	898	82
Write-ins	4	1	2	3	1	2	13	6
TOTAL	611	330	632	554	733	612	3,472	251
SELECTMEN - 3 YR (2)								
Blanks	140	63	127	133	157	104	724	69
Albert L. Fay, Jr.*	316	159	300	301	423	308	1,807	158
Joseph A. Impemba*	433	229	395	348	498	431	2,334	147
Stephen G. Marchese	211	113	265	179	250	225	1,243	78
Virginia E. Mooney	122	96	176	145	138	156	833	47
Write-ins	0	0	1	2	0	0	3	3
TOTAL	1,222	660	1,264	1,108	1,466	1,224	6,944	502
ASSESSOR - 3 YR (1)								
Blanks	173	93	185	164	194	151	960	51
Paul R. Sheehan*	434	231	444	388	537	457	2,491	196
Write-ins	4	6	3	2	2	4	21	4
TOTAL	611	330	632	554	733	612	3,472	251
SCHOOL COMMITTEE - 3 YR (1)								
Blanks	55	23	46	42	61	51	278	17
John G. Cormier, Sr.	157	127	223	181	252	221	1,161	57
Gary F. Romagna	117	58	141	106	144	127	693	63
Sharon Marie Sotiros	280	119	221	225	276	212	1,333	110
Write-ins	2	3	1	0	0	1	7	4
TOTAL	611	330	632	554	733	612	3,472	251
LIBRARY TRUSTEES - 3 YR (2)								
Blanks	763	427	821	715	931	759	4,416	289
Paula F. Benard, Jr.	438	223	434	381	525	455	2,456	184
Write-ins	21	10	9	12	10	10	72	29
Winner (TIE Brad Bond/Sam Martorano - 5 votes each)							0	
TOTAL	1,222	660	1,264	1,108	1,466	1,224	6,944	502
LIBRARY TRUSTEES - 2 YR (1)								
Blanks	527	267	530	464	642	529	2,959	178
Write-ins	84	63	102	90	91	83	513	73
Winner (Sam Martorano - 8 votes)								
TOTAL	611	330	632	554	733	612	3,472	251
PLANNING BOARD - 5 YR (1)								
Blanks	70	21	55	60	57	61	324	27
Ann M. Cummings	281	169	302	283	354	279	1,668	107
Robert M. Meaney	259	140	274	209	322	272	1,476	114
Write-ins	1	0	1	2	0	0	4	3
TOTAL	611	330	632	554	733	612	3,472	251

Town of Burlington

PRECINCT	1	2	3	4	5	6	Total
BOARD OF HEALTH - 3 YR (2)							
Blanks	481	282	530	448	571	467	2,779
James J. Dion*	395	196	387	359	487	420	2,244
Catherine E. Read	346	180	347	299	408	337	1,917
Write-ins	0	2	0	2	0	0	4
TOTAL	1,222	660	1,264	1,108	1,466	1,224	6,944
HOUSING AUTHORITY - 5 YR (1)							
Blanks	196	109	200	166	213	173	1,057
James H. Langley, Jr.	414	218	432	385	519	436	2,404
Write-ins	1	3	0	3	1	3	11
TOTAL	611	330	632	554	733	612	3,472
RECREATION COMM. - 3 YR (1)							
Blanks	180	84	174	168	176	151	933
John J. Ferren*	429	244	456	384	554	460	2,527
Write-ins	2	2	2	2	3	1	12
TOTAL	611	330	632	554	733	612	3,472
SHAWSHEEN TECH H.S. - 3 YR (1)							
Blanks	92	40	86	70	59	47	394
John P. Miller*	273	127	275	237	284	295	1,491
Paul V. Gedick	246	161	271	245	389	269	1,581
Write-ins	0	2	0	2	1	1	6
TOTAL	611	330	632	554	733	612	3,472

PRECINCT 1							
TOWN MEETING - 3 YR (6)							
Blanks	992						992
Richard N. Binnall*	320						320
Charles S. Gilman*	223						223
Richard J. Roberto*	312						312
Mark S. Saia*	298						298
David J. Woodilla*	237						237
Christopher T. Gaffey	173						173
Donna D. Gregorio	281						281
Bruce A. Morey	177						177
Diane L. O'Connor	188						188
Gene J. Rossi	163						163
Walter T. Zenkin	297						297
Write-ins	5						5
TOTAL	3,666						3,666
PRECINCT 2							
TOWN MEETING - 3 YR (6)							
Blanks		521					521
Marjorie J. Foster*		221					221
Joseph C. George*		214					214
Ann Louise McNamara*		256					256
Eleanor N. O'Connell*		246					246
John J. Ryan*		193					193
Todd M. Duggan		196					196
Jean Barbara Golding		126					126
Write-ins		7					7
TOTAL		1,980					1,980

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PRECINCT 2	1	2	3	4	5	6	TOTAL
TOWN MEETING - 2 YR (1)							
Blanks		100					100
Mary E. Fitzgerald		225					225
Write-ins		5					5
TOTAL		330					330
PRECINCT 3							
TOWN MEETING - 3 YR (6)							
Blanks			862				862
Anne P. Coady*			381				381
Kathleen S. Cool*			370				370
Stephen G. Marchese*			400				400
Mildred J. Nash*			365				365
Mabel A. Nevins*			348				348
Anne E. Rowe*			346				346
Daniel J. Grattan			208				208
John T. Keating			245				245
June L. Tabaldi			259				259
Write-ins			8				8
TOTAL			3,792				3,792
PRECINCT 3							
TOWN MEETING - 2 YR (1)							
Blanks			196				196
William J. Collins, Jr.			436				436
Write-ins			0				0
TOTAL			632				632
PRECINCT 4							
TOWN MEETING - 3 YR (6)							
Blanks				829			829
Wendi J. Dellemonico*				318			318
Joan B. Hastings*				331			331
Robert P. Knudsen*				240			240
Roberta E. Mills*				303			303
Frank P. Monaco*				319			319
Virginia E. Mooney*				260			260
Kristine E. Brown				247			247
Michelle K. Feist				219			219
Mark E. Kashgegian				253			253
Write-ins				5			5
TOTAL				3,324			3,324

PRECINCT 5	TOTAL
TOWN MEETING - 3 YR (6)	
Blanks	901
Patricia J. Angelo*	354
Elaine Lee Carpenter*	305
Paul V. Gedick*	419
Nancy J. Hofferty*	358
Virginia M. Igo*	371
Hope M. Paulsen*	341
Peter S. Dorney	193
John A. Hofferty	271
Christopher P. Murphy	365
Martina Christine Roth	237
Janine S. Towle	281
Write-ins	2
TOTAL	4,398

Town of Burlington

PRECINCT 5							
TOWN MEETING - 2 YR (1)							
Blanks					228		228
Deborah J. Squeri					499		499
Write-ins					6		6
TOTAL					733		733
PRECINCT 6	1	2	3	4	5	6	TOTAL
TOWN MEETING - 3 YR (6)							
Blanks						865	865
Roger A. Bell*						381	381
Daniel R. DiTucci*						392	392
Joseph S. Stavolta, Sr.						317	317
Ellen M. Cormier						357	357
David J. Ghio						310	310
Deborah M. Mungillo						276	276
Vicki L. Porter						266	266
Sonia S. Rollins						264	264
Robert G. Schlansky						240	240
Write-ins						4	4
TOTAL						3,672	3,672

The polls were open at 8:00 A.M. at the Burlington High School. All precinct workers were sworn in by the Wardens, machines and ballot boxes were all checked, memory packs were sealed, and all counters were set at zero. The polls closed at 8:00 P.M.

Wardens:	<u>Votes Cast</u>	<u>Registered Voters</u>	<u>%</u>
Prec. 1 Paul Raymond	611	2,591	23.6%
Prec. 2 Marjorie Pearson	330	1,917	17.2%
Prec. 3 Elaine Perachi	632	2,502	25.3%
Prec. 4 Patricia Stanford	554	2,038	27.2%
Prec. 5 Joan Hastings	733	2,475	29.6%
Prec. 6 Elmer Larson	612	2,381	25.7%

The above figures includes 207 Absentee Ballots cast by precinct as follows: 1=27, 2=14, 3=42, 4=42, 5=43, 6=39.

VOTER PROFILE:	<u>AGE</u>	<u>TOTAL</u>	<u>%</u>
	18-30	153	4.4%
	31-40	512	14.7%
	41-50	808	23.3%
	51-60	619	17.8%
	61-70	724	20.9%
	71-80	560	16.1%
	80+over	96	2.8%
	Total	3472	100%

WEATHER: Rain, Snow, Sleet and Ice

Attest:

Jane L. Chew, CMC
Town Clerk

2003 Annual Report

TOWN OF BURLINGTON

TOTAL TALLY SHEET November 22, 2003 Election

# Eligible Voters	14,058
Total Votes Cast	5,875
Percent	41.79%

PRECINCT	1	2	3	4	5	6	GRAND TOTAL
TOTAL VOTES CAST	1,113	592	1,036	878	1,177	1,079	5,875
QUESTION 1	Shall the Town of Burlington be allowed to exempt from the provisions of Proposition 2½, so called, the amounts required to pay for the bond issued in order to implement a building renovation and addition program at the Marshall Simonds Middle School and Memorial School, including the payments of all costs incidental and related thereto?						
Blanks	1	0	1	0	0	0	2
YES	499	285	384	351	439	406	2,364
NO	613	307	651	527	738	673	3,509
TOTAL	1,113	592	1,036	878	1,177	1,079	5,875

The polls were open at 8:00 A.M. at the Burlington High School. All precinct workers were sworn in by the Wardens, machines and ballot boxes were all checked, memory packs were sealed, and all counters were set at zero. The polls closed at 8:00 P.M.

Wardens:	Votes Cast	Registered Voters	%
Prec. 1 Mabel Nevins	1113	2,622	42.4%
Prec. 2 Paul Raymond	592	1,953	30.3%
Prec. 3 Elaine Perachi	1036	2,511	41.3%
Prec. 4 Patricia Stanford	878	2,072	42.4%
Prec. 5 Joan Hastings	1177	2,495	47.2%
Prec. 6 Elmer Larson	1079	2,405	44.9%

The above figures includes 545 Absentee Ballots cast by precinct as follows:
1=91, 2=46, 3=107, 4=99, 5=106, 6=96.

VOTER PROFILE:	AGE	TOTAL	%
	18-30	273	4.6%
	31-40	982	16.7%
	41-50	1325	22.6%
	51-60	1118	19.0%
	61-70	1147	19.5%
	71-80	859	14.6%
	80+over	171	2.9%
	Total	5875	100%

WEATHER: Sunny 40's & 50's

Attest:

Jane L. Chew, CMC
Town Clerk

ARCHIVES

2003 – A Year of Records

As 2003 closes the Town of Burlington's Archives looks back on accomplishments in taking care of the town's records. Over the past 12 months the archives redefined its commitment to service while delivering more services to town officials and patrons. While the archives continues to be the leading institution of its kind in Massachusetts it above all seeks to be an efficient part of town government.

The archives is charged with a variety of records-related responsibilities, ranging from the creation of documents, reference and retrieval, preservation and reformatting and legally disposing of obsolete records. It carries out these as a support function to the greater mission of town government. We exist to assist other town departments in effectively managing their records. After the substantial changes that affected the archives in 2002, the past year has involved a focus on stabilizing the office and standardizing its functions.

Statistics

Usage of the archives continued to increase in 2003. The archives set records for the amount of requests from town offices. In all, the archives handled 413 requests from town government offices and 221 from the general public. While the rate of increase from town departments has slowed, the number of outside requests saw a substantial increase that approximates the levels of use seen prior to 2002. The largest single outside group using the archives and its resources continues to be genealogists, who accounted for nearly 70 percent of all external requests.

The larger number of outside requests cannot be attributed to any one particular cause or issue. Internal reference services were delivered to each municipal department, with the heaviest use from the Treasurer/Collector's office. In all, this department accounted for nearly 25 percent of all requests. This is logical, given that this department has the largest amount of records managed within the archives.

In particular, the period of August 27-September 26 proved to be a period of unusually heavy use. During that

time, the archives recorded 102 reference requests and received over 60 cubic feet of records. This heavy use was not anticipated but was successfully managed with the assistance of the Town Clerk's office. Moreover, these numbers represented records for a single month of acquisitions as well as for the number of references in a month.

Besides storing and retrieving records, the archives is also involved with the destruction of records. While the volume of records destroyed declined from 180 cubic feet to 119 cubic feet, it reflects the fact that there were not large-scale destruction projects, such as 2002's cleaning of the Meadowbrook School, included in these numbers.

The archives continued reformatting records at an increased pace. We supervised the microfilming of 54 cubic feet of earning and retirement records, a 5 percent increase over the previous year. Our largest series of records on microfilm, the earning records, are within one calendar year of completion and will be up-to-date as of early 2004.

Major Accomplishments

- In 2003 the town moved forward on a major project to microfilm plans held by the Building Department. With the assistance of Department Head John Clancy, Senior Building Inspector Andrew Ungerson, and Principal Clerk Judy Sorenson, the department secured a reader/printer and had filmed plans encompassing approximately 900 permit numbers.
- The processing of former town historian J. Edward Fogelberg's papers was completed earlier in 2003. Mr. Fogelberg's papers yielded a rich trove of information about the town's history, especially during its years of transformation from the 1950s through the 1970s. In particular, the Fogelberg papers shed important light on the development of the Burlington Water and Sewer District and its operations. The finding aid to the Fogelberg papers is expected to be published early in 2004.
- We completed cataloging of objects currently held in the archives. In an effort to refine our mission we sought to identify those holdings which contribute least to its mission and function. Objects, many of which would be more suited to a museum than a municipal archives/records management office, were

examined, cataloged, and targeted for transfer elsewhere.

- We supervised preparing 80 years of town meeting minutes and 45 years of Board of Selectmen's minutes for scanning onto a searchable disk. The records, scanned by General Code Corporation of Rochester, NY, were sent from and returned to the town under the auspices of the Archives and the Town Clerk's office. In the end, having the disk will reduce the amount of time needed spent on reading through these records in answering reference requests.

Recognition

The Archivist received the 2003 Richard W. Hale Professional Development Award from New England Archivists at the organization's spring meeting at Simmons College, Boston. Funds from this award will be used to survey municipal archives throughout New England. Service as the town's archivist added the credibility to the application and this project will add to the base of knowledge regarding municipal archives in the region.

We continue to be sought out by communities needing information about municipal archives. A total of three communities within the state, as well as one from Maine, contacted us to learn about our services and functions. Despite difficult budget times, the work of managing municipal records continues and Burlington continues to be seen as the leader in conducting a successful town archives program.

The Coming Year

With the completion of the earning records microfilm initiative, the archives is now concentrating its micrographic efforts on taking care of other departments holding a substantial volume of permanent records. In particular, records of the Accountant's and Assessor's departments are targeted for microconversion in the coming calendar year. Other departments will be examined to determine whether microfilming of records will assist in reducing the amount of paperwork in their offices. The building department microfilming program proves that unconventional solutions to records problems can work, depending on the level of support.

Not only does reference service answer for town employees and the public, it also gives the archives a valuable tool with which to examine its own holdings and functions. Records of the Board of Selectmen/Town Administrator received heavy reference use and as a result of this use, the archivist determined that a major effort must be made to better arrange these records. As a result, several projects from the previous year were shelved in an effort to better control the Selectmen's/Administrator's records. Processing of these records is expected to be completed by May, 2004.

Conclusion

Burlington's archives remains the premier institution of its kind in the Commonwealth. We continue to carefully supervise the handling of active and inactive records for individual town offices, provide advice for departments and individual town employees, and provide fast and accurate reference service. We do so in as cost-effective a manner as possible, spending as little as possible while making the most of our resources and supplies.

We also protect the integrity of town records through proper handling and storage. In a related vein, our office is also charged with protecting the personal information of employees and residents provided to town government. Our office is committed to ensuring that no employee or resident suffers theft or misuse of personal identity information through careless handling of town documents.

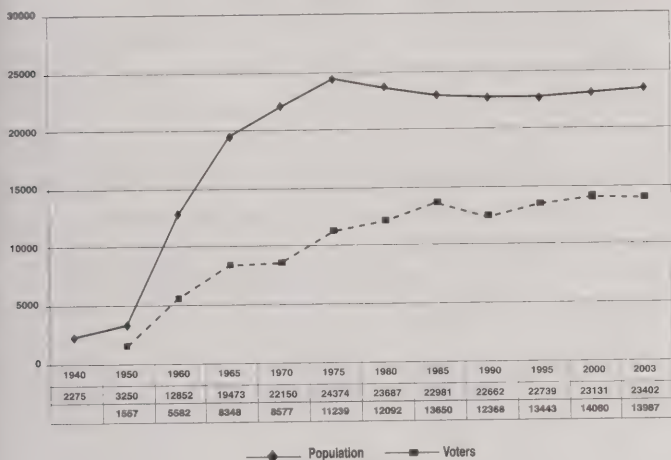
The archives witnessed additional activity in 2003 without disruptions in service. It is able to increase the amount of, and improve the quality of its services through the assistance and support of a number of people. Town Meeting has supported the program since its inception, while members of the Historical Commission have provided advice and assistance in handling the town's historical records. Above all, the archives succeeds because of the assistance, guidance, and input of the Town Clerk's office, in particular, Town Clerk Jane Chew. The archives would not be the premier institution of its kind in Massachusetts without her backing. It is hoped that other clerks in other towns can follow her lead in fostering this important element of town government.

Respectfully submitted,

Daniel McCormack
Archivist/Records Manager

BOARD OF REGISTRARS

POPULATION/REGISTERED VOTERS (March): Based on Annual Town Census



Year-End Summary:

- 780 - # of residents registered and added to the rolls
- 889 - # of residents dropped from the rolls
- 197 - # of voters placed on the inactive rolls
- 3094 - # of persons eligible but not registered
- 82% - eligible residents registered to vote
- 300 - Registration Forms sent to 18 yr. Olds
- 770 - Registration Forms sent to non-voters (census requests and signers of petitions)
- 427 - Mail-In Registrations Received

Population Trends

Age Group	Since						
	1990	1995	2000	2001	2002	2003	1990
0-9	2815	2955	2931	2963	2990	3048	8.3%
10-19	3160	2620	2833	2837	2861	2902	-8.2%
20-29	3889	3476	2500	2440	2733	2865	-23.3%
30-39	3311	3877	3624	3620	3665	3576	8.0%
40-49	3062	3208	3378	3424	3464	3512	14.7%
50-59	3031	2712	2905	2859	2862	2903	-4.2%
60-69	1756	2220	2325	2315	2317	2318	32%
70-79	672	926	1398	1495	1551	1632	142.9%
80-89	220	270	417	474	495	519	135.9%
90+	24	34	75	84	61	93	287.5%
Unknown		442	745	780	141	34	
Total	22662	22740	23131	23301	23140	23402	3.3%

Respectfully submitted,

Robert J. Macdonald, Chair
Jane L. Chew
Jeanne S. Ganley
Patricia A. Larson

POLICE DEPARTMENT

Departmental Roster (as of 12/31/2003)

Chief of Police

Francis Hart

Captains

Barry Solomon George Devlin

Lieutenants

Walter Bevis William Faria
Carleton Boutwell Thomas Duffy

Sergeants

Gerald Mills Ralph Patuto
John Walthall Stephen O'Meara
Glen Mills Robert T. Kirchner
Michael McDade Greg Skehan

Patrol Officers

Charles Chicarello	Anne Marie Browne
Robert Aloisi	Daniel Houston
Frank Nardone	Kevin Cooney
Thomas Sullivan	Timothy Kirchner
Christopher Priest	David H. McLean
Kevin Rogers	Albert Gagne
Robert Healey	Paul Glejzer
Stephen Cross	Robert Aloisi, Jr.
Gary Burdick	Keith Sheppard
Edward Mackey	Stephen Papagno
Spyros Tsingos	John Thompson
Gary Redfern	Lyn Marie Reynolds
Michael DeBye	Joseph Papsedero
Richard Hanafin	William A. Soda
Robert Downer	Thomas P. Browne
James Tigges	Ivette Thompson
Timothy McDonough	Gabrielle Hersee
Harry Sawyer, Jr.	Kevin Doherty
Charles Ferguson III	Paul Callahan
William Preston	David M. McLean
Thomas Fournier	Matthew Leary
Bernard Schipelliti	John Lynch

Clerical Staff

Catherine M. Devaney Jeanne Jones
Rosemarie Tieri

Traffic Supervisors/Matrons

Helen M. Bulman – Head Traffic Supervisor	
Helen Dignan	Carol Santoro
Nancy Bibbey	Marie Reinold
Maureen Robillard	Carol Jangro
Carol Goodwin	Maureen Wall
Claire Hogaboom	Janet Testa-Fox
Eileen O'Meara-Barnard	Christine DeSantis
Donnalee Lozier	Mary Ellen Tully
Candice Oliver	Diane Welch
Christina Priest	Kristen Culleton

Civilian Dispatchers

Gail Fay June Connolly
Sharon Srabian

Animal Control Officer

Gerry Mills, Jr.

Introduction

There is never a dull year in the police business! 2003 was a reminder of that. We are very proud of the work we accomplished. During the year, two long-term goals – the field-training program and State Certification – were realized. We remained busy in the community and continued our partnerships with various organizations and businesses in town. We remain open to ideas at all times and I can be reached at (781) 270-1918 or by e-mail, at franhart@burl-mass.org.

Crime Overview

The chart below summarizes the changes from 2002.

Crime Comparison - 2002 vs. 2003

	2002 TOTALS	2003 TOTALS	CHANGE
Homicide	0	0	N/C
Robbery	10	6	-40%
Rape	1	5	500 %
Assault (Aggravated & Simple)	49	54	10%
Larceny	792	725	-8%
Narcotics Violations	14	15	7%
Burglary	54	40	- 26%
Motor Vehicle Theft	57	33	- 42%
TOTALS	977	878	- 10%

NOTE: Percentages rounded to nearest whole number.

When evaluating the numbers in the above chart, bear in mind that Burlington historically has a low crime rate, particularly in the violent index-crime categories. Small changes in the actual numbers of incidents from year to year can show up as large percentage differences and are often meaningless when considering crime trends. Also, during the year, we abandoned the archaic Uniform Crime Reports (UCR) reporting system and converted to the modern National Incident Based Reporting System (NIBRS). The learning curve for the first few years is slow and cumbersome. As a result, we expect some categories of statistics to be skewed for the next few years as this new reporting system takes hold.

Traffic Enforcement

The leadership of the traffic unit changed for the second year in a row when Sergeant Tom Duffy was promoted to lieutenant. Sergeant Steve O'Meara succeeded Lieutenant Duffy. The traffic unit continued to operate without proper manning, due to retirements and two vacancies that were not filled. Our citation numbers fell drastically in 2003, not only due to manpower issues, but also due to changes in our computer reporting system. The learning curve for this new system was very steep and required a lot of off-road time for the officers, which caused the citation statistics to suffer even more. Despite these obstacles, we continued to

respond to requests from neighborhoods for more enforcement. Our safety-seat inspection program, utilizing the talents of Officers Bernie Schipelliti and Kevin Cooney continued to draw rave reviews. During 2003, we participated in many statewide mobilizations such as "Click It or Ticket!" and "You Drink, You Drive...You Lose!"

The following chart shows the top five violations cited, with comparisons to 2002:

Violation	Charges Cited 2002	Charges Cited 2003
Speeding	4,233	2,555
Red Light	1,241	777
Seatbelt Violation	1,307	706
Uninspected Vehicles	476	407
Sign Violations (U-Turn, Do Not Enter, etc.)	416	270

Grants

2003 was a great year for grants for our department. At the forefront, was a \$210,000 grant award designed to greatly expand the services we provide to victims of domestic violence. Partnering with REACH (a Waltham-based outreach program) and SAHELI (a Burlington-based outreach program), we will now have the services of a victim advocate available 20 hours per week. This grant includes new training opportunities for officers, and enhanced emergency services to victims, such as emergency shelter accommodations and emergency door lock changes. Burlington was among a small handful of communities across the country that received this grant and we recognize the efforts of Officer Anne Marie Browne for spearheading this effort.

As promised in last year's report, I am pleased to say that we successfully installed our live-scan fingerprint equipment this past year. Acquired through a grant, this equipment allows officers to scan fingerprints and then electronically transmit them to the FBI and the State Police. If the subject has an arrest record, the identification is confirmed within minutes. In these days of heightened awareness, this is a huge advance in the area of personal identification. In the past, identification at the time of arrest was not supported by fingerprints. This new equipment greatly reduces the chance that a wanted person will slip through the cracks by lying about their personal iden-

tifiers. We also received some Homeland Security grant money to purchase protective masks and suits for each officer. In addition, we qualified for a Homeland Security Overtime Grant in the amount of \$45,000. This grant will be used for training, a mock drill and additional coverage whenever the threat level changes.

Activities and Accomplishments

The big news in January was the donation of 24 Automatic External Defibrillators to the police department by Zoll Medical Corp. This donation of both equipment and training, valued at more than \$60,000, was in recognition of the role our police department played in the design process. Police officers and Zoll designers had been meeting regularly in focus groups to design a device that featured ease of use for safety professionals.

In February, our department hosted the Law Enforcement Incident Command System training class. Each week for three weeks, five officers from Burlington, Wilmington and Woburn trained here in our station. Both classrooms were used, with one dedicated to lecture, while the other classroom housed the hands-on model city. Similar to a model train layout, this "city" provided officers with the challenge of actually managing a critical incident. The most common response from participants was, "it was the best training I ever had".

During March, we held our annual D.A.R.E. graduations. Our guest speaker was former New England Patriot Ronnie Lippett, who inspired the D.A.R.E. graduates with challenging ideas. D.A.R.E. Officers Steve Cross and Ivette Thompson, with a little help from former D.A.R.E. Officer Tom Fournier, did an outstanding job organizing the graduation festivities.

In April, Officer Robert Aloisi Jr. used our Burlington Union column "Burlington Police Department Voices" to describe a training class he and several other officers attended on alcohol compliance. He urged local vendors to train and retrain employees to ensure that they did not make alcohol available to minors. Later in the year, we would see his words come to life.

In May, we had our second annual Open House. It was even more successful than last year's event and we look forward to making the 2004 event even better.

In June, we began to hear a familiar voice on radio and TV. It was our very own Safety Officer Bernie Schipelliti.

Bernie was selected by the Governor's Highway Safety Bureau as the only municipal law enforcement officer to participate in these public service announcements about the "Click It or Ticket!" campaign. It was also the month our annual D.A.R.E. Day was held.

During July, one of our major goals was realized when academy graduates Matt Leary and John Lynch entered our first-ever Field Training Program. In the past, no formal training program existed and this often left academy graduates without a transitioning phase from the academy to the "real world." Under the auspices of field training officers Kevin Cooney and David H. McLean, the officers spent nine weeks learning how to police the streets and came away with valuable lessons not taught in any academy.

In August, lightning struck the dispatch center and virtually all communications and video equipment was damaged. Through the hard work of Officers Bob Healey and Bill Soda, the dispatch center looked vastly different and much more professional at the end of the year than before the disaster.

During September, we tried to turn a negative into a positive when the outside holding cell, in use for some 13 years, failed to adequately contain two prisoners. As a result, a review board met to discuss the issues and recommend solutions. The ultimate solution was to discontinue use of that outdoor facility so that this would never happen again.

In October, the police department made good on our collective New Year's resolution by becoming only the eighteenth department in the state to be awarded Certification by the Massachusetts Police Accreditation Commission. Spearheaded by Lieutenant Carl Boutwell and Inspector Tom Browne, the department achieved this prestigious honor on October 10, 2003.

In November, most of the renovations were completed in the new dispatch center. Struck by lightning in August, the refurbished center now has state-of-the art communications and video equipment, three dispatch positions and a whole new floor plan.

In December, we hosted our annual Senior Citizen Holiday Dinner. Officers volunteered their time to set up the room and serve dinner to a sell-out crowd. We also began our Alcohol Compliance Program, with two compliance checks running through January. We will describe this program in next year's report.

Transitions

In January 2003, a man to whom many was the police department, retired. Lieutenant Al Sciuto was a fixture here for over thirty years and held many titles including K-9 officer, crime prevention officer, Sergeant and Lieutenant. In the fall, Officer Michael Joyce took advantage of the town's Early Retirement Incentive. We wish each officer well. We also note, with regret, the passing of long-time officer Jack Moglia, who held many jobs including prosecutor, Sergeant and Lieutenant.

Future Direction

As 2004 begins, we have followed through on our promise to conduct a Citizens' Police Academy. This academy began on January 22, 2004 and we will report on this in next year's report. We are also in the midst of many personnel changes due to retirements. This will once again reinvigorate the department with new promotions and new recruits. We expect our Field Training Program to grow as a result. The addition of a Victim Advocate should greatly change the way we provide services in domestic violence cases. We also hope to refocus our efforts on traffic enforcement and to expand our firearms training program. There are many other challenges that will surely unfold in 2004 and it promises to be an exciting year.

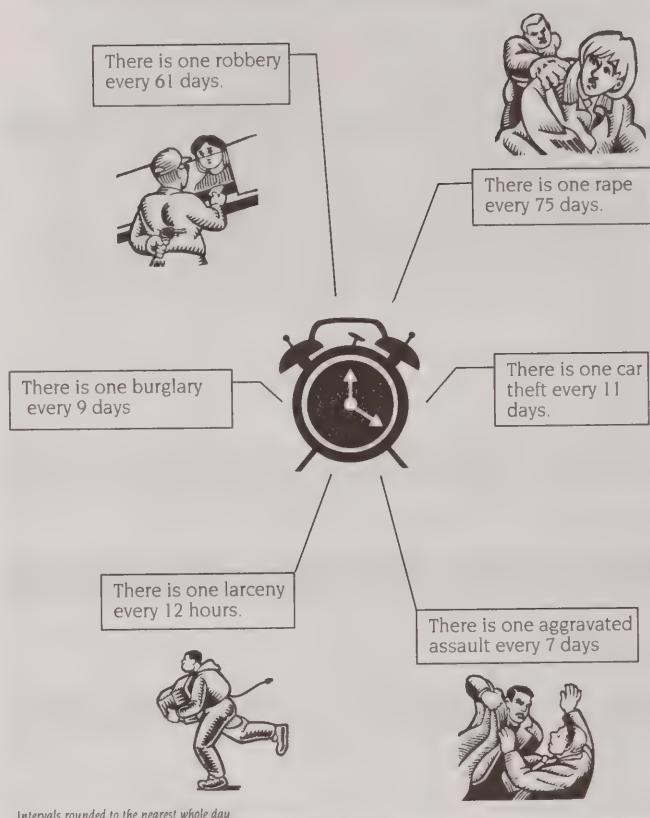
Acknowledgments

In a job where you rely on so many people for help and advice, it is dangerous to single out a few at the risk of leaving out others. But I must thank: Town Administrator Bob Mercier, for his support and guidance; Human Resources Director Anne Marie Tucciarone-Mahan for always being there for us and Kevin McKelvey, the Selectmen's police sub-committee, for his stalwart support of all we try to accomplish. Also, thanks to Assistant Town Administrator Larry Rittenberg and DPW Head Syamal Chaudhuri for their never-ending assistance. A great thanks to the public for supporting what we do by coming to our functions, writing letters, donating money and equipment, and offering assistance of all types. Finally, I send a HUGE thanks to the men and women of the Police Department for trying to make a difference every day.

Respectfully submitted,

Francis Hart
Chief of Police

2003 CRIME CLOCK FOR BURLINGTON



ARREST ACTIVITY - 2003

Arrests in 2002: 252 Arrests in 2003: 241
Percentage Change: -4%

The total number of arrests for the year was 241. Breakdowns by different categories are listed below.

Historically, the majority of arrests involve more males than females. In 2003, this was no exception, as the chart below indicates:

Arrests by Sex	
Males	Females
181	60

Arrests are typically distributed across the three working shifts unevenly. The evening shift usually has the most arrests, because it is usually the busiest shift.

Arrests by Shift

Day	Evening	Night
(8/4)	(4/12)	(12/8)
47	152	43

The busiest days for arrests in 2003:

Arrests by Day of Week

Friday	41
Saturday	38
Tuesday	38
Sunday	37
Thursday	34
Monday	30
Wednesday	23

When looking at the frequency of arrests by month, it is interesting to see where the peaks and valleys are:

Arrests by Month

June	35
March	27
April	23
October	22
September	22
August	21
January	18
February	18
May	17
December	16
July	16
November	9

More people are arrested from Burlington than anywhere else. Here are the top locations from whence our arrestees come:

Burlington	66	Somerville	10
Boston	21	Arlington	6
Out of State	18	Medford	6
Woburn	16	Waltham	3
Billerica	15	Tewksbury	3
Lowell	14		



Cycle Loft's Jerry Slack donating two bicycles to D.A.R.E. Officers Ivette Thompson and Steve Cross for D.A.R.E. Day

Criminal Summons Issued 223

ACCIDENT ACTIVITY – 2003

Accidents in 2002: 1,241 Accidents in 2003: 1,315
Percentage Change: 6%

The total number of accidents in 2003 was 1,315 – a 6 % increase over 2002. The total does not necessarily include accidents that were of a very minor nature (requiring no report) or accidents investigated by the State Police.

Accidents by Day of Week

Friday	242	18%
Wednesday	204	16%
Thursday	200	15%
Monday	182	14%
Tuesday	189	14%
Saturday	178	14%
Sunday	120	9%



Officers at the 9/11 ceremony on the common.

Accidents by Month

December	162
January	152
June	112
March	111
October	108
February	106
November	101
April	99
August	94
September	94
May	90
July	86



Selectmen Al Fay and Kevin McKelvey present Certification Award to Chief Fran Hart and Lieutenant Carl Boutwell.

Types of Accidents

Angle	668
Rear End	494
Head-On	125
Other/Unknown	28

Severity of Injuries

Killed	1
Serious Visible Injury	17
Minor Visible Injury	37
Injury, Not Visible	28



Dispatcher June Connolly greets the D.A.R.E. Lion during Public Safety Day at Roche Bros. Supermarket.

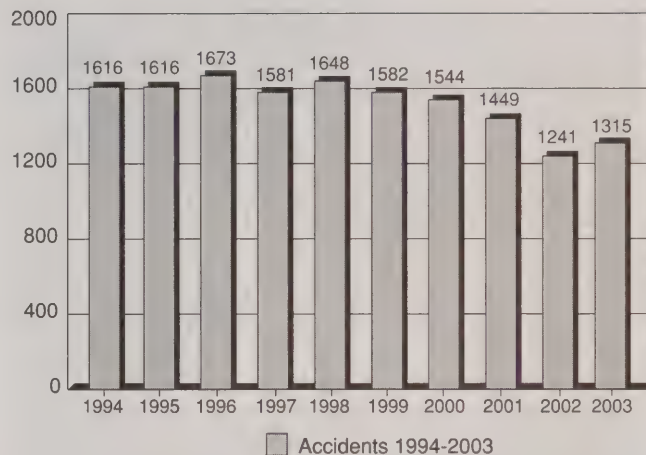
Accidents by Shift

8 A.M. – 4 P.M.	702	53%
4 P.M. – Midnight	447	34%
Midnight – 8 A.M.	125	10%
Unknown/Unreported	41	3%

Summary of Locations Where Accidents Occurred

This chart shows locations with eight or more accidents in 2003.

Location	Total Accidents 2003
75 Middlesex Tp (At/near Burlington Mall)	119
Middlesex Tp & Route 128 N	40
Middlesex Tp & Route 128 S	37
Cambridge St & Route 128 N	36
34 Cambridge St	34
Bedford St & Cambridge St	27
Cambridge St & Winn St	23
41 Mall Rd	23
150 Lexington St	21
Center St & Winn St	19
Bedford St & Middlesex Tp	19
Mall Rd & Middlesex Tp	18
123 Cambridge St	16
Cambridge St & Route 128 S	13
Route 128 N & Winn St	13
Cambridge St & Francis Wyman Rd	13
Middlesex Tp & Wheeler Rd	12
43 Middlesex Tp	12
Adams St & Middlesex Tp	11
Cambridge St & Mall Rd	10
Cambridge St & Wilmington Rd	9
Cambridge St & Wayside Rd	9
Lexington St & Mall Rd	9
55 Middlesex Tp	9
Route 128 S & Winn St	8
Cambridge St & Terry Ave	8
Beacon St & Winn St	8



CITATION ACTIVITY – 2003

Citations in 2002: 7,683 Citations in 2003: 4,799
Percentage Change: -38%

The total number of citations written in 2003 was 4,799 – a decrease of 38 %. Breakdowns by different categories are listed below.

Types of Citations	
Arrest	47
Civil	1,469
Criminal	78
Warning	3,205

Totals above do not match total number of citations because some citations are issued with mixed types.

Top Fifteen Violations Cited During 2003

Speeding	2,555
Red Light Violation	777
Seatbelt Violation	706
Uninspected M/V	407
Stop Sign Violation	270
Defective Equipment	217
Sign U/Turn Violations	156
Failure to Obey Traffic Sign	153
Unregistered M/V	88
Oper After Susp/Revocation	76
License Not in Possession	68
Improper Left Turn	55
Registration Not in Possession	48
Marked Lanes	44
Failure to Yield	28
Failure to Display Plates	24
Uninsured M/V	21
OUI/Alcohol or Drugs	20



Officers practice their new skills during our Commercial Enforcement Class

Violations by Month

July	518
May	493
January	493
November	469

September	441
February	404
June	385
April	383
March	381
October	341
August	314
December	216



Officer Schipelliti adjusts a car seat.

Top Fifteen Locations For Citations

279 Cambridge St.	238
Peach Orchard Rd. & Winn St	187
Fourth Ave & Middlesex Tp	179
Meadow Rd & Middlesex Tp	149
Cambridge St & Wilmington Rd	111
Middlesex Tp & Third Ave	103
344 Cambridge St	102
Middlesex Tp & South Ave	97
Middlesex Tp & Wheeler Rd	93
Cambridge St. & Terry Ave	86
Mall Rd. & Middlesex Tp	85
2 Meadow Rd	79
164 Middlesex Tp.	78
Middlesex Tp & Second Ave	77
Middlesex Tp & Terrace Hall Ave	75

INCIDENT/SERVICE ACTIVITY – 2003

Total for 2002: 26,045 Total for 2003: 24,103

Percentage Change: -7%

911 Calls	5,004
Abandoned M/V	40
Alarm	2,309
Ambulance Request	1,083
Animal Bite	7
Animal Complaint	376
Animal Control Activity	31
Animal/Dead	82
Assault/In Progress	3
Assault/Past	51
Assist Other Agency	174
Assist Public	534
Attempted M/V Burglary	9
Attempted Suicide	1
ATV/Dirt Bikes	47
Bike Unit Activity	13
Bomb Threat	1
Brush Fire	8
Burglary/Attempt	12
Burglary/In Progress	4
Burglary/Past	36
Bylaw Violation	21
Child Abuse/Neglect	10
Civil Complaints	58
Disabled M/V	691
Disturbance	298
Domestic/In Progress	77
Domestic/Past	35
Domestic Violence Officer Activity	13
Driving To Endanger/In Progress	85
Driving To Endanger/Past	77
Drug Complaint	15
Escort	34
Evidence	15
Explosion	7
Exposer	5
Fight/In Progress	33
Fire	97
Fireworks	24
Flim-Flam	35
Found Animal	44
Found Person	3
Found Property	88
Grass Fire	2
Gas – Leak/Smell	53

Gunshots	5
Harassing Phone Calls	59
Harassment	61
Hazard	11
HazMat Complaint	8
Identity Fraud	8
Investigation	138
Juvenile	11
Kidnap/Abduction	1
Liquor Violation	4
Lockout	484
M/V Accident/Cruiser	6
M/V Accident/Hit & Run	186
M/V Accident/No Personal Injury	735
M/V Accident/Past	57
M/V Accident/Personal Injury	148
M/V Accident/Unknown	221
M/V Burglary	103
M/V Fire	28
M/V Recovery	28
M/V Stop	1,973
M/V Theft	55
Malicious Damage/In Progress	21
Malicious Damage/Past	295
Missing Child	8
Missing/Found Person	8
Missing/Found Property	138
Missing/Lost Animal	33
Noise Complaint	148
Notification	46
Obscene/Annoying Phone Call	13
On-The-Job Injury/Exposure	13
Open Door/Window	42
Paper Service	249
Park & Walk	121
Parking Complaint	258
Personal Medical Alarm	3
Police Information	282
Prisoner Release	162
Private Invest	5
Protective Custody	4
Psychological/Suicide Threat	24
Repossession	22
Restraining Order Violation	30
Reverse 9-1-1 Activity	9
Road Debris	51
Road Hazard	379
Robbery/Past	4
Robbery/Progress	2
Runaway	3

Safety Officer Activity	137
Sexual Assault	12
Snowmobile/ATV Accident	1
Solicitor Complaint	42
Stolen Plate	17
Suicide	3
Suspicious Activity	365
Suspicious M/V	336
Suspicious Person	213
Theft/In Progress	27
Theft/Past	698
Threats/In Progress	4
Threats/Past	55
Traffic Assignment	2,038
Traffic Control	113
Traffic Signals Out	164
Trespass/In Progress	12
Trespass/Past	6
Uttering	52
Vehicle Complaint	259
Warrant Arrest	16
Water Leak	53
Weapons Complaint	3
Well-being Check	203
Wires Down	101
Youth Complaint	240

Calls by Shift

8 A.M. – 4 P.M.	9,026	43%
4 P.M. – Midnight	8,171	39%
Midnight – 8 A.M.	3,638	18%

Calls by Month

January	1,989
April	1,876
June	1,869
July	1,820
March	1,814
February	1,732
May	1,714
December	1,636
August	1,631
September	1,616
November	1,589
October	1,549



The crowd gathers at our 2003 Open House.

Summary of Locations Where Calls For Service Originated

75 Middlesex Tp (Mall)	1,585	114 Winn St (MSMS)	98
34 Cambridge St (Crossroads)	308	Cambridge St & Mall Rd	92
41 Mall Rd (Lahey Clinic)	231	108 Middlesex Tp	91
New England Executive Park	211	Route 128 N & Winn St	86
123 Cambridge St (BHS)	202	155 Middlesex Tp	86
43 Middlesex Tp (Middlesex Mall)	175	Cambridge St & Route 128 N	83
26 Beacon St (Beacon Village)	166	Middlesex Tp & South Ave	83
279 Cambridge St (Colonial Park)	158	84 Middlesex Tp (Circuit City)	82
42 Mall Rd (Longmeadow Pl)	135	Cambridge St & Wilmington Rd	81
1 Mall Rd (Marriott Hotel)	127	41 Terrace Hall Ave (FW School)	81
Cambridge St & Winn St	116	150 Lexington St (Kohl's)	77
Bedford St. & Cambridge St	114	98 Middlesex Tp (Chili's)	76
Peach Orchard St & Winn St	113	Cambridge St & Francis Wyman Rd	74
Cambridge St & Terry Ave	110	1 Network Dr (Sun)	74
Cambridge St & Route 128 S	100	101 Middlesex Tp (Burl. Square)	74
120 Cambridge St	73		

FIRE DEPARTMENT

Department Roster

FIRE CHIEF

Paul Thibault

ASSISTANT FIRE CHIEF

Lee Callahan

CAPTAINS

*Kevin Browne

*John Corbett

*Scott Carpenter

*Michael Nolan

LIEUTENANTS

*Timothy Browne

*Andrew Connerty

*Peter McAnespie

*Steven McLean

*Robert Paul

*John Skinner

*James Sorenson

*Steven Yetman

FIRE PREVENTION/INSPECTION SERVICES

Captain *Michael Hanafin

Lieutenant *James Browne

TRAINING/COMMUNICATIONS

Captain *Michael Patterson

CLERICAL STAFF

Joanne Arbing

Mary Fay

Karen Carlson

FIREFIGHTERS

*David Angelo

*Timothy Hovasse

*Gary Arbing

John Hunt

*Michael Bibbey

*Shaun Kenney

*William Callahan

*Gerard Letendre

*Kevin Cauty

*Donald MacDonald

Gary Cauldwell

*Anthony Marino

*Mark Cedrone

*Edgar McLean

*Clifford Comeau

*Nicholas Menkello

*Sean Connors

*Scott Perry

Thomas Corbett

*Kevin Pollicelli

*Ernest Covino

*John Price

*Kurt Duprez

*David Richardson

*Louis Falzarano

*Michael Runyan

*Todd Ficociello

*Mark Saia

*Michael Fontannay

*Leonard Sawyer

*Gerard Hanafin

*James Sherman

*John Hanafin

*David Sullivan

*James Hapenny

*Paul Sullivan

*Richard Hovasse

*John Walthall

*Fred Williams



Dancing at D.A.R.E. Day

Summary of Locations Where Cars Are Stolen (Minimum of 2)

Burlington Mall	21	Arboretum Way	2
Middlesex Tp	5	South Ave	2
Cambridge St	4	Edwards Rd	2
Lahey Clinic	3	Crossroads Shopping Ct	2

EMERGENCY VEHICLE TECHNICIAN

G. Thomas Lee

CIVILIAN DISPATCHERS

*Stephen Baia*Elaine Carpenter *Brendan Micciche

*Nicole Runyan

*Department EMTs

FIRE CHIEF

The Department responded to more than 3,700 incidents with fire apparatus and over 2,200 ambulance responses during the year. There were several major residential fires that occurred causing severe property damage. Two occurred during the winter and fire operations were hampered by the severe weather conditions. Three of the residential structures were complete losses and damaged beyond repair having to be demolished. We would like to have prevented these losses and wish we could have saved more. However there were no lives lost, which we are very thankful for. Some Firefighters did receive injuries during firefighting operations. The causes of these fires were determined to be accidental.



Harvard Avenue Residential Fire (February 2003)

Photo by Captain Michael Hanafin

With Homeland Security becoming a daily concern, the Fire Department prepared for possible attacks on target sites in the Town. During the year security levels went up and down, with several Orange alerts occurring during the year. This had an impact on the department in maintaining higher levels of personnel on duty. We were not unique, as our neighbors were also affected incurring additional personnel cost during these heightened levels of security. We are thankful that the year passed without major terrorist incidents occurring here.

In preparation for incidents that involve weapons of mass destruction, Massachusetts Emergency Management Agency (MEMA) through a Federal Grant, provided the fire departments in cities and towns that have a hospital with a Mass Decon Unit (MDU). Burlington being home to Lahey Clinic was provided a MDU. This unit is self-contained and can be set up in 10 - 15 minutes to provide mass decontamination outside the hospital facility for people seeking medical attention from a terrorist attack. The unit has heat, hot water and three isles (male, female and stretcher) for people to be decontaminated before entering the hospital. The fire department and Lahey Clinic worked together developing and implementing procedures for the MDU operation. After several training sessions a drill was conducted in October. There will be ongoing training with Lahey and neighboring communities with the MDU. The unit can also be used at an incident; this does not leave Lahey unprotected as coverage is automatically provided with regional units.



Mass Decon Unit (MDU)
Lahey Clinic Emergency Room
Drill October 2003

The department had three retirements during the year. Lieutenant Charles White retired on January 31, 2003 having a long career in the fire service. He was appointed on November 25, 1973, promoted to Lieutenant on January 10, 1990, and promoted to Fire Prevention Inspector January 15, 2001. Lieutenant White was well known and liked serving the department and Town; he developed the department's Student Awareness of Fire Education, (SAFE) program and spent considerable time to educate young children of the dangers of fire and what to do in a fire. Firefighter Ronald Kullman retired April 30, 2003 having served the Town for 32 years, he witnessed many changes in the Town during his long career and his experience will be missed. Firefighter Michael Donahue retired in September having served the Town in two positions: DPW from October 25, 1982 and appointed to the Fire Department on February 19, 1985. We wish them all a long and healthy retirement.

There were three new firefighters appointed and a fourth to be appointed in 2004 to replace those that retired. Ernest Covino III and Shaun Kenney were appointed as replacements and started their careers with the department on February 18, 2003, graduating from the Massachusetts Fire Academy (MFA) on May 2, 2003. David Angelo was also appointed as a replacement and started his career on October 6, 2003, graduating from the MFA on December 19, 2003.

Promotions during the year were made from a new list established on April 4th. Firefighter Andrew Connerty was promoted to Lieutenant on April 14, 2003 for a lieutenant's vacancy created in 2002. Firefighter James Browne was promoted to replace Lt. White in Fire Prevention on April 14, 2003. Acting Assistant Chief Callahan was made permanent Assistant Chief on March 17, 2003.

We appreciate all that is done for the fire department and thank the public for their support during the year. Special thanks to Mrs. Charles Smith for the donation made in memory of her husband, which provided additional equipment for the new fire engine that was delivered in December 2002. Thanks to the Town Departments, Boards and Committees for their support and help during the year.

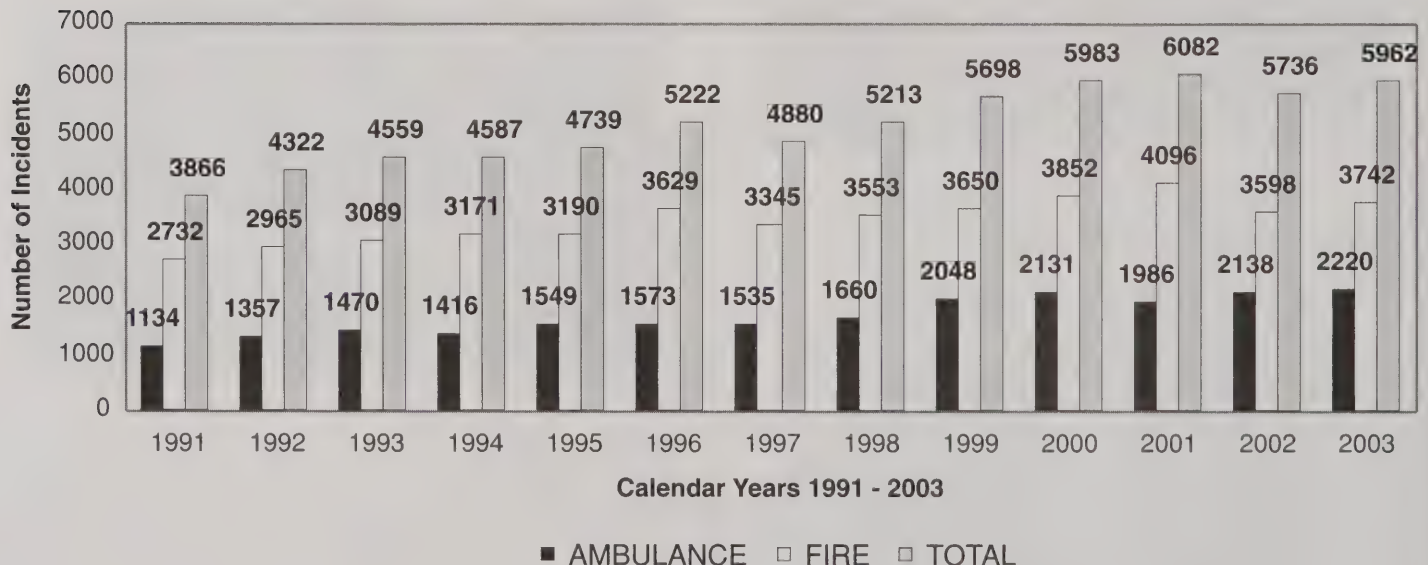
Respectfully submitted,

Paul R. Thibault
Fire Chief

FIRE PREVENTION/INSPECTIONAL SERVICES

New development both in residential and commercial properties continued in 2003. In the past year we have seen the opening of Shaw's Supermarket, Richardson Road Townhouses and completion of various expansion/renovation projects at the Lahey Clinic. Other construction sites are just beginning to break ground including Westgate

AMBULANCE - FIRE EXPERIENCE RECORD



Town of Burlington

Burlington Fire Department 2003 Report of Incidents by Type of Incident

CODE	TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
100	Fire, other	1	1				1	1	1	1				6
111	Building fire	2	2			4	1	1	2	2	2	1	2	19
113	Cooking fire, confined to container	2	2	6	3	2	2	2	3	2	3	1	7	35
114	Chimney or flue fire, confined to chimney or flue											1		1
116	Fuel burner/boiler malfunction, fine confined							2					1	3
117	Commercial Compactor fire, confined to rubbish											1		1
118	Trash or rubbish fire, contained							1						1
130	Mobile property (vehicle) fire, other		1		1	1	3	1	2	2	1			13
131	Passenger vehicle fire	3			1	1		1		1	2	4	1	14
142	Brush, or brush and grass mixture fire				6	5	1		1					13
150	Outside rubbish fire, other						1							1
154	Dumpster or other outside trash receptacle fire							5		2				7
162	Outside equipment fire											1		1
251	Excessive heat, scorch burns with no ignition								1					1
300	Rescue, emergency medical call (EMS) call, other	18	13	30	26	21	19	17	2	8	1	3		158
311	Medical assist, assist EMS crew	75	94	81	87	100	96	117	130	119	111	121	169	1300
321	EMS call, excluding vehicle accident with injury	8	1		1	9	12			4				35
322	Vehicle accident with injuries	11	9	17	9	15	11	9	19	16	15	18	16	165
323	Motor vehicle/pedestrian accident (MV Ped)	7	12			2	5	8	2		2	1		39
324	Motor vehicle accident with no injuries												14	14
331	Lock-in (if lock out, use 511)	1				2	1	1	2				1	8
340	Search, other	1												1
350	Extrication, rescue, other		1		1									2
353	Removal of victim(s) from stalled elevator		1	1	2	1						2		7
371	Electrocution or potential electrocution			1										1
400	Hazardous condition, other	4	2	5	4	5	4	2	6	3	5	1	2	43
411	Gasoline or other flammable liquid spill		1	2	3	2	1	1	2	1	2	4	2	21
412	Gas leak (natural gas or LPG)	8	8	4	6	4	3	7	3	2	1	2	5	53

2003 Annual Report

Burlington Fire Department 2003 Report of Incidents by Type of Incident

CODE	TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
413	Oil or other combustible liquid spill							1						1
421	Chemical hazard (no spill or leak)						1							1
422	Chemical spill or leak				1	1								2
424	Carbon monoxide incident	1						1						2
440	Electrical wiring/equipment problem, other	5	2	6	2		3	5	4		1	1	2	31
442	Overheated motor	1		1		2								4
444	Power line down	1					2	2	9	2	3	1	3	23
445	Arcing, shorted electrical equipment	2		3				6	1	5		3		20
460	Accident, potential accident, other	12	6	15	14	12	11	5	5	1	1			82
461	Building or structure weakened or collapsed												1	1
462	Aircraft standby		1		1	1								3
463	Vehicle accident, general cleanup	5	5	5	2	1	3	3	8	5	6	3	3	49
480	Attempted burning, illegal action, other										1		1	2
500	Service Call, other	28	30	43	35	27	66	46	69	48	52	26	60	530
510	Person in distress, other											1		1
511	Lock-out	1	1			1	1	3					3	10
520	Water problem, other	6	8	3	1			1	3	3			4	29
522	Water or steam leak	1								1				2
531	Smoke or odor removal		1	1			1			2				5
550	Public service assistance, other										13	50		63
551	Assist police or other governmental agency	1	1	1	5	1	1	5		2		1	2	20
552	Police matter			1	1		1							3
553	Public service		1									1		2
554	Assist invalid	3	3	2	4		4	2	2	1	1			22
555	Defective elevator, no occupants								1					1
561	Unauthorized burning							2		2		2		6
571	Cover assignment, standby, moveup	2	1	3	5	1	3	2	3		3	4	1	28
600	Good intent call, other	5	12	8	6	6	2	5	8	4	8	6	5	75
611	Dispatched & canceled en route	2		1	1	1	1	1	2	1		3	4	17
650	Steam, other gas mistaken for smoke, other						1							1
651	Smoke scare, odor of smoke	4	3	2	5	4	2	2	2	4	3	3	5	39

Town of Burlington

Burlington Fire Department 2003 Report of Incidents by Type of Incident

CODE	TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
652	Steam, vapor, fog or dust thought to be smoke									1			1	2
653	Barbecue, tar kettle					1								1
671	Hazmat release investigation w/no hazmat					1		1						2
700	False alarm or false call, other	1		1	1	2			2		2	2	2	13
710	Malicious, mischievous false call, other		2				2					1	1	6
711	Municipal alarm sytem, malicious false alarm									1				1
712	Direct tie to FD, malicious/false alarm						1		1					2
721	Bomb scare - no bomb			1			1							2
730	System malfunction, other				1					1	1			3
731	Sprinkler activation due to malfunction		1											1
733	Smoke detector activation due to malfunction	2			1		2	2		1			1	9
735	Alarm system sounded due to malfunction	7	7	13	10	9	8	14	22	11	30	14	22	167
736	CO detector activation due to malfunction	1				2					1			4
740	Unintentional transmission of alarm, other	1												1
741	Sprinkler activation, no fire - unintentional	1					1			2				4
742	Extinguishing system Activation				1									1
743	Smoke detector activation, no fire - unintentional	4	1		4		1	2	4	2	1	3		22
744	Detector activation, no fire - unintentional	1							3	7	8	6	14	39
745	Alarm system sounded, no fire - unintentional	43	40	50	33	22	24	41	37	30	26	22	34	402
746	Carbon monoxide detector activation, no CO		3	1		1	1	1	1		2	1	3	14
812	Flood assessment								1					1
813	Wind storm, tornado/hurricane assessment								1					1
814	Lightning strike (no fire)								3					3
900	Special type of incident, other			1									1	2
911	Citizen complaint					1								1
TOTALS		283	276	310	284	273	303	330	368	299	307	315	394	3742

Drive and the Wall Street/Mountain Road project. Planning for future projects is also ongoing.

Commercial construction requires many steps, including site plan reviews, which consider preliminary requirements such as fire apparatus access, water supply, exposure to other structures, type of occupancy, etc. The next step is a meeting with Fire Protection Engineers to discuss Fire Alarm, Fire Suppression, Municipal Fire Alarm connections and the issuing of the proper permits. Once the project is started, on-site inspections are required to keep track of the progress being made. The Certificate of Occupancy is issued after a final inspection and all new systems are tested.

The following is a list of permits and inspections made in 2003:

TYPE OF SERVICE

Commercial Occupancy Inspections	165
Masterbox Certification	76
On- Site Inspections	453
Permits Issued	448
Plan Review	287
Residential Occupancy Inspections	152
Site Plan Review	49
Smoke Detector Inspections	286
TOTAL	1916

The following is a count of all permits and inspections done during the period of January 1, 2003 to December 31, 2003:

PERMITS

AST	26
Blasting	15
Dumpster	15
Extinguishing System	6
Fire Alarm	35
Flammable Storage	51
Haz-Mat	2
Oil Burner	43
Propane Storage	26
Sprinkler	82
Tank Installation	27
Tank Removal	64
Welding/Burning	36
UST	20
TOTAL	448

INSPECTIONS

Commercial Occupancy	165
Fire Drills	8
Knox Box	26
Oil Burner	35
Oil Tank Installation	17
Oil Tank Removal	15
On Site - Fire Alarm	5
On Site - Fire Prevention	318
On Site - Plug Out	2
Quarterly	27
Residential Occupancy	152
Smoke Detector	286
TOTAL	1056

BUILDING PLANS STAMPED

& REVIEWED **TOTAL** **287**

SITE PLAN REVIEWS **TOTAL** **49**

MASTER BOX CERTIFICATIONS .. **TOTAL** **76**

COMBINED TOTALS **1758**

Inspectional Services would like to take this opportunity to thank all residents and members of the business community for their cooperation in making Burlington a safer place to live and work.

Respectfully submitted,

Captain Michael Hanafin

Lieutenant James Browne

TRAINING DIVISION

The past year has been a busy year for the Training Division. This being my first full year in the position I began to become more comfortable in developing and presenting what I hope to be meaningful presentations to the department. I began to use multi-media to enhance the quality of my presentations.

Over the past year the Department participated in numerous training activities. We started 2003 off by training the members in ice water rescue training. Firefighters Bibbey and Letendre assisted in teaching water rescue skills to our members. In the spring the Mass Fire Academy presented its very popular Flashover Recognition course in which members of the Department participated in real life flashover scenarios. Chuck Flanagan returned to the Department to train a number of individuals in confined

space rescue. A number of evolutions were run out of the Terrace Hall pumping station. An accountability system was put in place in the spring. Members were issued ID tags that must be placed on assigned apparatus for the duration of their shifts.

One advantage of having a training division in place is to go over new equipment with the individual shifts before the equipment is placed in service. New items such as RIT Packs, MSA rescue packs, Hurst tools, water rescue equipment, hydrant valves, and hand tools were presented to the shifts.

During the summer months the shifts and myself charted the locations of Town fire hydrants to be entered into our new computer aided dispatch software program. This new software will enable fire companies to enter pertinent fire service information into our computer system after conducting in-service inspections. Important information such as emergency contact numbers, location of hydrants, utility shut-offs, building construction and occupancy type and associated hazards will all be included in this program. The new program should be installed the beginning of the coming year.

The fall months were very busy for the Department. First, a house that was to be demolished by a local builder was donated to the Department for training purposes. Firefighters conducted training evolutions based on actual firefighter rescue scenarios. The home was filled with smoke and firefighters were instructed to find the trapped member and pull him to safety. Also the Department was able to perform vertical ventilation training by cutting holes in the roof using department saws. I would encourage any contractor or real estate agency to contact us if they plan on demolishing a house. The training is invaluable.

Also in the fall, Department members were trained in the operation and set-up of the Mass Decon Unit. The unit, which was delivered to the Town through a federal grant, was given to all communities that have a hospital in their community. In the event of a large scale incident the MDU can be brought to the hospital to decontaminate a large number of victims without contaminating the hospital emergency room. Members of our Department worked with Lahey Clinic personnel in placement and set-up of the unit. In October we ran a small-scale drill at the Clinic where we ran a number of Lahey's personnel through the system. In the coming year we will continue to train on the MDU with the Clinic and also neighboring fire departments.

Department members were also trained in Rapid Access Mass Decon. Members were trained how to set up a decontamination corridor using fire apparatus.

Toward the end of the year Department members were trained on vehicle extrication techniques. Winn Street Towing donated four vehicles to the Department. Very little was left of the vehicles after the shifts cut them apart. A presentation on in-service inspections was presented to the shifts in early December. Companies were instructed in what to look for while conducting holiday inspections.

During the year I also got to work with the newest members of the Department: Firefighters Kenney, Covino, and Angelo. These members were given an overview of how the Department operates and what their new functions would be. EMT Coordinator Mark Saia and myself got to work with each new member before they were assigned to their respective shifts.

I look forward to the up-coming year. One thing for sure is that there always will be plenty of material to cover in this ever-changing world.

Respectfully submitted,

Captain Michael Patterson
Training Division

JUVENILE FIRESETTERS INTERVENTION PROGRAM

In 2003 the incidents of juvenile fire setting behavior continued in Burlington. We processed four (4) youths through our intervention program. The program consists of fire safety training given in a formal setting over a ten (10) week period. The youths receive classroom work as well as homework projects to complete weekly. Parental meetings are an important part of the program.

The Juvenile Firesetters Intervention Program is managed through the judicial system with oversight by the Middlesex County District Attorney (D.A.). The ten (10) week safety school is but one aspect of the overall program, but is one of the two (2) parts administered at the local level. The other locally controlled part of the program is the screening of potential participants. The screenings or surveys of the youths take place in the homes of the youths (generally) so that we can get a sense of the home life and surroundings. Then a report is forwarded to the D.A.'s office for further review and determination of whether the youth qualifies for safety school. Typically we combine other towns' youths in fire school, with instructors from several of the area fire departments taking part.

This past year three firefighters sought training to instruct and/or screen youths. They are heading up the program for Burlington. This program is successful, due to the cooperation of the Burlington School Department, Police Department, other agencies, and Burlington's firefighters. Chief Thibault has been particularly supportive of the Juvenile Firesetters Intervention Program.

As 2003 ends, there are currently two (2) youths being processed through the system.

Respectfully submitted,

Assistant Chief Lee Callahan
Juvenile Firesetters Intervention
Program Coordinator

AMBULANCE

The Department responded to over 2200 calls for medical aid in 2003, a 3% increase from 2002. Both Ambulance 1 and Ambulance 2 remained busy responding to calls within the town, as well as, requests from neighboring communities for mutual aid.

Hospital diversion continues to play a major role in determining what facility ambulance patients are transported. Two local hospitals have proposed expansion plans with hopes to alleviate some of the over crowding and diversion issues.

All Emergency Medical Technicians continue with extensive ongoing training throughout the year including, defibrillation, epi-pen and the administration of aspirin to patients suffering from a possible heart attack. All department members are attending HIPPA training classes regarding patient privacy. HIPPA is a privacy act passed into law to protect the privacy of patients' health information.

We expect to take delivery of a new ambulance in late spring. The ambulance will be equipped with the newest and most state of the art equipment. It will become Ambulance 1 and the current Ambulance 1 will become Ambulance 2.

Our goal for 2004 is to continue to work with Police and other local agencies to educate children and Senior Citizens in safety and injury prevention.

Respectively submitted,

Mark S. Saia
EMS Coordinator

PUBLIC WORKS DEPARTMENT

Syamal N. Chaudhuri
Superintendent of Public Works

Thomas F. Hayes
Town Engineer

Evelyn M. Shaw
Administrative Assistant

Thomas F. Hickey
Operations Manager

Assistant Superintendents

William A. Bannon

Paul Neilsen

Highway

Central Maintenance

David C. McCafferty

Water and Sewer Utilities

Managers

Paul W. Cauldwell
Cemetery

William D. Keene
Treatment Plant

DPW Staff

Frank E. Anderson	Teresa J. Keene
John T. Baldwin	Larry Kennedy
Paul S. Bieren	William Lundgren II
Maria L. Bonfanti	Russell J. Makiej
Robert S. Clougherty	Donna L. Manning
Craig H. Cooper	Pialisa A. Manent
Martha A. DeFrancesco	James Marchese, Jr.
John Doherty	Armand Marion
Richard L. Dubbs	Nanette D. Masotta
Michael P. Dwyer	Ricky McClenningham
Allen F. Ferriera	Kathleen A. McElaney
Dennis F. Fitzgerald	Robert W. McMahon
Mark V. Gerbrands	Michael P. Minichiello
Jennifer Gelinas	Eric A. Moran
Michael Giardina	Paul Neilsen
Robert S. Glover	Alan C. Nelson
Stephen M. Hardy	Donald H. Price
Robert Harris	Michael A. Quinones
Frederick M. Haynes	Charles D. Ralph
Wayne Higden	Richard A. Reid
Stephen A. Johnson	Brian R. White
Kevin J. Keene	Charles F. Woods, Jr.

The Department of Public Works has always tried to do the best possible job for the residents of this Town. This Department consists of six (6) Divisions, which do many different projects but also over-lap and come together as a

whole when necessary. With the help of other Town agencies (i.e. Recreation, Fire and Police) we strive to make sure that this Town is one of the safest and will continue to make safety a top priority whether it is fixing roadways or the repairing of hydrants. To all the DPW Personnel, I give you a "job well done". To those Departments that have helped us we all thank you.

We have lost three (3) of our personnel through the Early Retirement Incentive Program. Alan Nelson, Engineering Division - 31 years; Maria Bonfanti, Administration Division - 26 years; Martha DeFrancesco, Administration Division - 17 years. I wish them all well and hope they are enjoying their retirement.

We are also saddened by the passing of Albert Marchant. He worked for the DPW for 25 years and will be missed.

Respectfully submitted,

Syamal N. Chaudhuri
 Superintendent Public Works



Photo credit: Dennis Fitzgerald

DPW Office: Left to right: Pialisa Manent, Teresa Keene, Syamal Chaudhuri and Evelyn Shaw.

ADMINISTRATIVE

Water & Sewer Section sent bills out in the amount of \$4,583,288 and received payments back consisting of \$4,210,782. Rubbish and Garbage this year went to one (1) day pick-up on Thursdays. The transition went well with a minimum amount of calls. The Yard Waste has also increased nine (9) weeks in the spring and fall for a total of eighteen (18) weeks.

Purchasing processed 2,475 Purchase Orders and 1,068 Customer Service calls recorded.

Maria Bonfanti a.k.a. "Trash Lady", retired on November 21, 2003. She was the DPW Head Clerk for this Division. She personally processed the purchase orders for this office and all other divisional purchases including police details and mini-bus payments. Maria handled 99% of the trash calls, all personnel matters such as salary adjustments, physicals for employees, accident reports, medical reports, etc. Her duties were too numerous to list and she did them all with out any help. Maria will be missed by many of our employees and others throughout the town. We send our fond wishes and gratitude. I am happy to call her "friend".

Martha "Marty" DeFrancesco handled the reception area of the DPW Office. She also took care of the occupancy accounts, streetlights and cross-connection. She also handled all petitions. Marty's contributions to the Administration Division were appreciated and are missed. We wish her well in her retirement and thank her for the job she did.

Teresa Keene, Senior Clerk who was promoted to Head Clerk and Pialis Manent, Data Processing Clerk have been keeping this office running since our retiree's departure. The two of them have done their best to insure that all projects were completed on time. Again and again taking on extra duties until we have replacements to unburden this extra load that they are carrying.

I would be remiss not to also thank Natalie Gillingham for coming in at times to help us with the overflow cemetery paperwork and our mailing programs. Thank you.

I thank all of my employees past and present for helping me make this a Division to be proud of. And for all the Divisional Employees and other department personnel who were so helpful to this Division, we thank you.

As I close this year, I must say that the Department of Public Works employees are more than just employees, they are family who take care of and respect each other. They are involved in the "Toys for Tots" Program and would not give a second thought to help out a family in need, or change a tire for an elderly person.

Respectfully submitted,

Evelyn M. Shaw
Administrative Assistant

ENGINEERING DIVISION

The Engineering Division evaluates, designs, bids, and manages Town funded infrastructure improvement projects. Engineering staff manages consulting engineers hired to design projects outside the expertise of the division. In addition, the division provides support to other Public Works Divisions as well as any Town Department that requests technical assistance. This office maintains and updates infrastructure plans, and project files.

Capital Improvement Projects

The Division designed, obtained permits, and provided construction management for the following projects, which were funded through Articles approved by Town Meeting:

- **Prouty Road Sidewalk** – Construction of approximately 1700 feet of concrete sidewalk and granite curbing awarded to Tro-Con Corporation of Woburn, MA.
- **South Bedford Street Retaining Wall** - Construction of 90 feet of segmental masonry retaining wall along Longmeadow Brook to replace a failing timber retaining wall, awarded to Tro-Con Corporation of Woburn, MA.
- **South Bedford Street Sewer Relining** –Cured in Place(CIP) relining of 300 feet of severely corroded 21-inch gravity sewer main was awarded to Insituform Technologies, Inc. of Charlton, MA.
- **Wayside Road Sewer Manhole Rehabilitation** –Epoxy lining of 85 vertical feet of corroded sewer manholes was awarded to A&W Maintenance, Inc. of Carver, MA.
- **Vactor Stream Cleaning** – Vactor technology removal of accumulated sediment to improve drainage flow of the following, awarded to National Water Main Cleaning of Hyde Park MA.

BROOKS

Sandy Brook – from Sandy Brook
Road to Hilltop Drive (500')

Stream running from Violet Street
towards Morrision Road (250')

Contract Management

The Division managed outside consultants hired to undertake the following projects:

- **Terrace Hall Pump Station Force Main Replacement** – Awarded to Metcalf & Eddy engineers of

Wakefield MA, to evaluate and develop preliminary alignment of an aging force main.

- **Infrastructure Mapping** – Awarded to Metcalf & Eddy engineers of Wakefield MA, to prepare a detailed map of the Town's drainage and sewer system. Using existing record drawings and Global Positioning System (GPS) an accurate digital map will be developed that will help us better manage the infrastructure as well as fulfill the NPDES Phase II mapping requirements.
- **Bike Path Feasibility & Preliminary Design** – Awarded to VHB of Watertown MA for the preliminary design and grant application for an extension and regional interconnection of Burlington's bike routes.

DPW Projects

The Division designed, permitted, and provided construction assistance for the following projects which were undertaken by DPW forces and/or in conjunction with private contractors:

- Pavement Management – provided assistance to the Highway Division with paving/reconstruction of the following streets:

Adams Street	Algonquin Drive
Dearborn Road	Forest Road
Ganley Drive	Hillsdale Avenue
Holly Street	Humboldt Avenue
James Street	Jonathan Road
Marjorie Road	Mark Street
McCarthy Drive	Meadowvale Road
Middlesex Turnpike	Pinewood Avenue
South Bedford Street	Wilmington Road

Other Projects

The Division provided design and/or technical assistance on the following projects:

- Completion of McCarthy Drive defaulted subdivision
- Completion of Hidden Valley Drive defaulted subdivision
- Town Line Pump Station rehabilitation design
- Blanchard Road/South Bedford Street water main design
- Nichold water main design
- Angela Circle water main design

Subdivision/Site Plan Inspection

The Division conducted construction inspections of the following projects:

- Westgate Village Apartments
- Heritage at Stoneridge (Mountain Road/Wall Street Residential Development)
- Café Escadrille Expansion, Cambridge Street
- Hillsdale Road Extension.
- Richardson Road Development
- Michael Drive Subdivision
- McGafferty Estates Subdivision
- Radcliff Street Subdivision
- Brookside Lane Extension Subdivision
- Shaws Supermarket – Cambridge Street
- Pine haven Cemetery – Cell Tower
- Center Street Standpipe – Cell Tower
- Self Storage – Terry Avenue
- Old Navy / Bugaboo Creek - 43 Middlesex Turnpike

Computer Aided Drafting and Design

The Division's standard CAD software is AutoCAD Land Development. All plans produced by the Division are created using this software to maximize production and reuse of the data on future projects. Additionally, the Planning Board requires that all "As-Built" drawings be submitted in CAD format, which can easily be incorporated into the Town's digital base map.

Infrastructure Management

- Plan Filing System – In an effort to automate the Town's record drawings, many of the plans have been scanned to image file and linked to a plan database, allowing quick retrieval of utility data, while preventing wear and tear on original plans. Approximately 4000 plans have been entered into the Plan Filing System.
- Pavement Management System – The Division continues to evaluate pavement conditions and update the Town's GIS based Pavement Management System, which was implemented in 2002. The inspection data is used to generate a Pavement Condition Index (PCI), which enables us to revise and update the resurfacing priority list.
- Utility Permits -The Division has created a utility permit system combining Street Opening, Sewer and

Water into one permit. Database tables, input forms, and permit reports were created to streamline and automate the permit process. This year the division issued 160 Street Opening Permits and 47 Sewer Permits.

Geographical Information System (GIS)

A Geographical Information System users group was established with committee members representing Engineering, Planning, Assessors, Conservation, Town Clerk, Board of Health, Fire Department, Police Department, Building Inspector and Information Systems. The committee meets monthly and has made great strides in the development and implementation of a GIS. Currently, two data layers are maintained by the Town (Assessors and Street Centerline), although many other are under development.

Alan Nelson retired from the Department of Public Works Engineering Division after over 30 years of service with the Town. The Division bids Al a fond farewell and wishes him the best in his retirement; he will be greatly missed.

Respectfully submitted,

Thomas F. Hayes, P.E.
Town Engineer

OPERATIONS MANAGEMENT

The following reports summarize the year's day-to-day activities, special projects, and emergency actions of the Cemetery, Central Maintenance, Highway, Water & Sewer Utilities Divisions. Throughout the year all the employees of the Burlington DPW make every effort to perform their respective duties, functions and tasks in a most courteous and professional manner in order to ensure and deliver a high level of quality service and safety to the residents and businesses of Burlington. I would like to extend my thanks for a job well done in 2003 to all the personnel of the Department.

Respectfully submitted,

Thomas F. Hickey
Operations Manager

CEMETERY DIVISION

	Chestnut Hill	Pine Haven
Burial	78	74
Lots Sold	6	104

SPECIAL PROJECTS

Chestnut Hill: Extra trimming of overgrown brushes and trees by using the Middlesex Sheriffs Department Community Outreach Program Crews. Removal of 4 large dead trees. Replacement of 587 feet of old sprinkler lines in Section P1. Installed 531 feet of new sprinkler line in Section C.

Pine Haven: Ongoing development of Section D with possibility of 300 graves. Replaced of 7 dead trees. Ongoing construction of cell tower, completion in 2004.

General maintenance is performed throughout the year including weedwacking around the headstones and trees; cutting grass; trimming trees and brushes; repair and maintenance to sprinkler system; repair and painting fences; maintenance of equipment; snow plowing and snow removal.

I would like to take this opportunity to thank the DPW Employees who do a great job when extra help is needed; the Veterans Administration of Burlington and the Veterans for their help in the preparation for Memorial Day; to the Veteran Administration of Bedford, who sends us the VA men when needed and the summer help. Last but not least, I especially want to thank the employees of the Cemetery Division for their hard work throughout the year.

Respectfully submitted,

Paul W. Cauldwell
Manager
Cemetery Division

CENTRAL MAINTENANCE

The Division maintains and repairs DPW, Police, Recreation, and other Town vehicles, which consist of approximately 130 vehicles. As each new year passes the number of vehicles and equipment increases with the needs of the Town. Many of these older vehicles are well beyond their replacement years and do need more maintenance than the newer ones.



Photo credit: Al Ferreira

Central Maintenance: Left to right: Robert Glover, Paul Neilsen, Eric Moran and Michael Quinones.

During the winter months repairs to the vehicles and equipment fighting the snow storms increases. Spring, summer and fall we are kept busy getting snow plows and equipment used in fighting the snow storms back in tip-top shape.

To the men of Central Maintenance, many thanks for a job well done.

To the former Assistant Superintendent, Dennis Chase, special thanks for questions answered for the operation of our division.

To all Town employees I would like to express sincere thanks in bringing to our attention any problems with the vehicles or equipment as soon as possible. Please continue to do so.

Respectfully submitted,

Paul W. Neilsen

Assistant Superintendent

HIGHWAY DIVISION

The Highway Division conducted its regular maintenance of roadways, drainage easements, street and traffic signs, repairs of fences, guardrails and special paving projects. Burlington experienced 12 storms during the 2003 season. The winter months were spent removing snow and ice from the roadways. The beginning of December we experienced the 100 year storm of 30" of snow. The crews spent many hours cleaning snow from road surfaces for the

driving safety of the public. The months of April, May and June were spent cleaning catch basins, repairing winter damage and cleaning of sand from sidewalks and roadways.



Photo credit: Michael Quinones

Central Maintenance: Left to right: Al Ferreira, Ricky McClenningham, Larry Kennedy, Frank Anderson, Michael Minichiello, Jay Marchese, Craig Cooper, Bill Lundgren, Michael Giardina, Donny Price, John Baldwin, Kevin Keene, Donna Manning and Bill Bannon.

Special Projects during the spring, summer and fall months:

- Bush cutting throughout town
- 2,5000 catch basins and drain manholes were cleaned
- Driveways damaged during winter months were repaired
- Lawns damaged during winter months were repaired

Machine Burms installed on the following streets:

- South Bedford – Blanchard Road to Cambridge Street
- Hillsdale Avenue – Winnmere Avenue to dead end
- James Street – Hope Street to Hemlock Lane
- Mark Street – James Street to dead end

Drain Lines Installed:

- Winn Street – at the entrance to Memorial School
- Brookside Lane - at house #19 to catch basin

Crosswalks and Stop Lines were painted throughout the town.

Roads re-surfaced by Highway Division:

- Adams Street - Lexington Street to Friend Lumber

- Middlesex Turnpike – Bedford Street to the Bedford line
- Forest Street – Pathwoods Avenue to Glenwood Street
- Mountain Road – House #10 to Burlington Street
- Foxhill Road – 100' Resurfaced near Hart Street
- Erin Lane – 150' Resurfaced near Hart Street
- High School – Installed new pathway to Sunset Drive end
- Christian Center – New sidewalk in front of building
- Burlington Ice Palace – New roadway for Zamboni machine

Roads re-surfaced by Pavement Management Program:

- Wilmington Road – from Jonathon Road to the Wilmington Line
- Marjorie Road – from Holden Avenue to Jackson Road
- Dearborn Road – from Center Street to dead end
- Jonathon Road – from Wilmington Road to Moss Street
- Meadowvale Avenue – from Bedford Street to Carey Avenue
- Hillsdale Avenue – from Harriett Avenue to Winnmere Avenue
- Humbolt Avenue – Bedford Street to Terrace Hall Avenue
- Algonquin Drive – Bedford Street to Terrace Hall Avenue
- Mark Street – Hope Street to James Street
- James Street – Hope Street to Hemlock Lane
- South Bedford Street – Blanchard Road to Cambridge Street

Drain Line Flushing:

- Winn Street – Crystal Circle – Middlesex Turnpike – Foxhill Road
- Sunset Drive – Princeton Road – Burlington Mall Road

The Highway Division responded to 125 accidents and 57 gasoline and oil spills.

Three new employees were added to the division; Bill Lundgren, who transferred from the Water/Sewer Division, Mike Giardina and Ricky McClenningham.

I would like to take this opportunity to thank all the employees of the Highway Division for a job well done and for taking on difficult tasks during the calendar year. Also, a special thank you to all D.P.W. employees, the Recreation Department and private contractors that assisted the Highway during the winter months.

Respectfully submitted,

William A. Bannon
Assistant Superintendent
Highway Division

WATER /SEWER UTILITIES DIVISION

The following is a summary of statistics, special projects and work completed by the Water/Sewer Division:

1. Water main flushing through fire hydrants started on April 22nd and continued through July 18th. We would like to report that the entire program was successfully completed this year for the first time in two years. As you know in the past two years we were subjected to water bans which restricted our program. We also flushed all private and commercial owned mains as well.
2. We also instituted a comprehensive program to repair and service all the town's fire hydrants. We serviced 394 hydrants and I am proud to report that as of this report that all fire hydrants in town are fully operational.
- 2a. At this point I would like to express my thanks to our Lead Foreman, Steve Johnson for his expertise and diligent efforts in supplying hydrant parts to keep our program going.
3. We also completed a town wide leak detection and repair program to our water mains and services, which resulted in the repair of:
 - 3 water main leaks
 - 6 water service leaks
 - 1 water gate leak
 - 11 fire hydrant leaks

4. As part of our sewer main preventive maintenance, we jet-rodged 30,000 feet of sewer mains thus keeping a constant unrestricted flow in our system. We

also started a rodding program to flush all sewer lines in town.

5. This year we started a new program to exercise all water gates in town to insure the proper operation and to replace any broken gates.
6. We also upgraded our emergency generators with the installation of a new larger diesel powered generator at our Francis Wyman Sewer Station and the installation of a natural gas generator at our Douglas Avenue Sewer Station.

7. Here is a list of some of our yearly statistics:

Number of appointments	492
Water meters installed	57
Municipal lien certificates issued.....	242
Final meter readings	185
Extra meter readings	392
Outside viewers installed	283
Removed meters	24
Shutoff valves replaced	58
Water turn / off	69
New water taps	25
Water gates serviced	7
Water / sewer mark outs for Dig Safe.....	159
Fire hydrants painted.....	576
Fire hydrants repaired	394
Fire hydrants moved	1
Fire hydrants installed.....	3
In addition we responded to:	
Water breaks.....	6
Water service leaks.....	16
Sewer blockages.....	11
Sewer alarms	180

This is only part of the responsibilities of the Water and Sewer Utilities Division.

WATER TREATMENT PLANT

The year 2003 was a very interesting year to say the least. The overall water production, while showing a slight increase this year, in the overall picture was comparable to the last five yearly averages. The 2003 weather showed a wide variety of weather patterns from the cold and snow to the hot and humid but only for a short period was diversion

from the Shawsheen River to the Mill Pond Reservoir not possible. This river condition made the Mill Pond facility available for production during the whole year averting a complete water ban. In fact the Town of Wilmington purchased water from Burlington for several months in 2003.

The Mill Pond Facility had several problems in 2003 that needed to be addressed as quickly as possible. The first of these was the removal of Total Organic Carbons (TOC's) from the influent water at the Mill Pond Facility. The removal of TOC's was mandated by the EPA in 2002 under the Enhanced Water Treatment Section of the Safe Drinking Water Act. Under this section facilities were to remove a percentage of TOC from the influent water based on TOC and water alkalinity. The Mill Pond Facility was expected to remove between 35% and 45% of influent TOC levels. The Mill Pond facility at first seemed to meet the requirements but as TOC levels changed the percentage dropped. This coincided with a filter problem making it seem that this was the problem. However, once the problem cell was isolated the removal levels were not consistent and below on occasion.

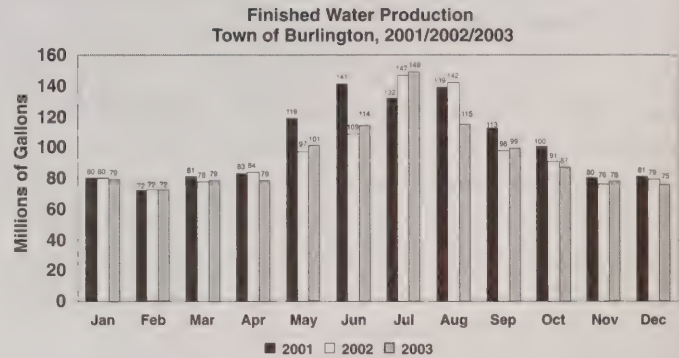
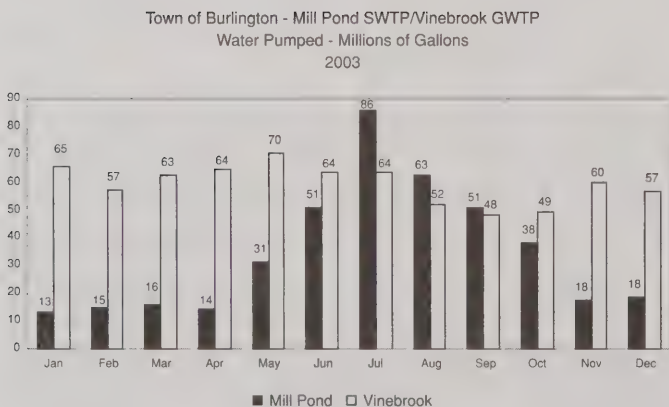
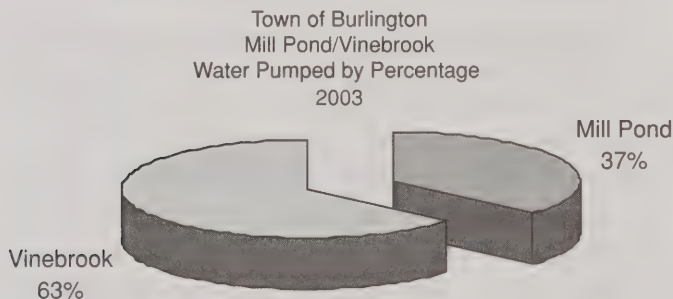
The additional testing showed that the vast amount of TOC was Dissolved Organic Carbon (DOC), which required Chemical Treatment for removal. Testing at the plant showed that the dose level needed to be raised and the plant will fall into compliance by the end of 2003. The EPA wanted TOC's lowered since they can form Disinfection Bi-Products when they mix with chlorine the major disinfectant. Burlington realized this over five years ago and had designed a Chloramination system to limit the water from being in contact with the active free chlorine. This change dropped the level of Bi-product known as THM's and HAA5's to levels lower than our surrounding Towns. The Mill Pond Facility will be in full compliance for TOC removal by the end of 2003.

The Mill Pond facility also completed cell repairs to filter #2 and replaced all of the filter media. The filter was placed on line giving us excellent results. The same type of repairs will be performed on filter #1 in 2004.

The Mill Pond Facility which, now is over 33 years in operation, is undergoing a complete plant evaluation. This evaluation will include process, electrical, HVAC, and the building itself. The work depending on funding may get underway in 2004 or 2005. The evaluation will also look at plant future treatment needs based on EPA studies and proposed requirements.

The Vine Brook Facility operated very well in 2003. The filters were topped with a new layer of Anthracite coal with the intention to increase the length of the filter runs. This project was very successful. The chlorine piping system was refurbished by plant personnel and appears to have solved many of the leaking problems that plagued the system from the beginning. Wells #1, #2, #3 and #4 are to be cleaned during the current fiscal year as part of our on going well rejuvenation program. The Vine Brook Facility is currently looking at completing the complete instrument system with the intention of going fully automated during certain periods.

The water storage tanks have been fully inspected during 2003 both interior and exterior. The Center Street Tank is structurally sound but will require in the not to distant future a complete recoat. The Blanchard Road Tank is currently scheduled for painting inside and out in calendar year 2004. The Greenleaf Tank is also scheduled for exterior painting in 2004 but also could include some interior touch-up work.



If a customer or consumer of Burlington water has any questions on water quality or production issues, please call Bill Keene, Water Quality-Production Manager at 781-270-1648.

This year we added six new members to our Water & Sewer Utility. Team:

A. In January to the Water Section:

Don McNeil as a Maintenance Craftsman to replace Rich Reid who transferred to the Cemetery Division.

B. In March to the Water Section:

Rick Joslin as Maintenance Craftsman to replace Bill Lundgren who transferred to the Highway Division.

C. In April to the Treatment Section:

Laura Casey as Part-Time Clerk to replace Terri Keene who transferred to the D.P.W. office.

D. In May to the Water Section:

Rick Kullman as Maintenance Craftsman to bring the Water Section to full staffing.

E. In August to the Treatment Section:

Wayne Higden as Part Time Clerk to replace Laura Casey who resigned in July and is missed.

F. In September to the Treatment Section:

John Doherty as Treatment Plant Operator to replace Paul Beiren who transferred to the Cemetery Division.

I would like to say at this time "Thank you all for your dedication and hard work over the past year and that the Town should know we have the best Water / Sewer Utilities team I have the honor to work with".

Respectfully submitted,

David C. McCafferty
Assistant Superintendent Division

CONSERVATION COMMISSION



(Photo by Randy Newell)

Conservation Commission: Front row (left to right): Kerry Melanson, Larry Cohen, Marylee Everett. Back row (left to right): Chris LoRusso, Phil Sutton, Gail Lima, Indra Deb

Introduction

The Burlington Conservation Commission respectfully submits the following report of the various activities of the Conservation Commission and Conservation Staff during 2003. Any person who wishes to learn more about this report or the functions of the Commission is invited to contact the Conservation Department, any member of the Conservation Commission, or visit the Department webpage (<http://www.burlington.org/intro/conservation/indexcsv.htm>).

The Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to three-year terms. In 2003 Paul Mazzocca stepped down after one term and was replaced by Christopher LoRusso. Larry Cohen continued to chair the Commission.

A three-person Conservation Staff, including Conservation Administrator John Keeley, Conservation Assistant Randy Newell and Principal Clerk Ellen Longo, assists the Conservation Commission. The staff is responsible for providing technical review of project proposals, ensuring compliance with the timelines and administrative requirements of the wetlands statutes, providing input to other Town Boards and officials, and assisting residents and project proponents in navigating the application process.

The Commission is responsible for ensuring compliance with the Massachusetts Wetlands Protection Act and the local Wetlands By-law (Burlington By-law Article XIV). To this end, the Commission receives and reviews applications for projects involving work within one hundred feet of wetland resource areas or within 200 feet of a river or perennial stream. Through the public hearing process, the Commission determines whether a project is permissible under the wetlands regulations, whether the proposal can be improved to better protect the Town's resources, and then issues or denies a permit accordingly.

The Conservation Commission is also responsible for managing several parcels of Town land under their jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road and Little Brook Conservation Areas, in addition to several smaller parcels. Beyond managing existing Conservation Land, the Commission pursues and promotes the acquisition of additional open space throughout the Town through several means, including conservation restrictions, land donations, and outright purchases. In 2003, Conservation staff participated in the formation of the independent Burlington Land Conservation Trust.

Regulatory Functions/Permitting

While the economic slowdown lightened Commission agendas, there were still numerous applications for residential additions and teardowns/rebuilds. Other new applications included requests for the confirmation of wetland boundary delineations, the review of new residential projects and the permitting of commercial redevelopment ventures. The Commission reviewed and approved the extensive wetland boundaries at Burlington Sand & Gravel and at the Knights of Columbus, both of which were proposed to be redeveloped. Residential projects included a new subdivision extending from Brookside Lane. Commercial projects reviewed included the redevelopment of the Middlesex Mall. Projects still in the review process at year's end included redevelopment at the Winn Street Dunkin Donuts, Ken's NY Deli, Ned's Towing and the former C.N. Wood site.

Land Management

In 2003, the Commission completed a land survey of the Mill Pond Conservation area, including adding granite bounds at key locations. The Conservation Department also began using GIS (Geographical Information Systems)

to more accurately map the Conservation areas, and create maps of the trail systems on Conservation land. Sometime in 2004 the public should be able to access and download trail maps of the Conservation areas from the Conservation Department webpage.

A consultant was selected in 2003 to update the Town's Open Space & Recreation Plan, which was last updated in 1996. The updated Plan should be completed in the spring of 2004.



(Photo by Jeff Barrett)

Stream cleaning

The summer stream-cleaning program entered its thirteenth year under the supervision of Jeff Barrett. The three-person stream cleaning crew addressed the traditional trouble spots in residential areas, removing truckloads of trash and debris from stream channels each week.

Under Conservation Commission review, the Burlington DPW also continued the "machine stream cleaning" program, using the Vactor machine. Sections of Longmeadow Brook, Sawmill Brook and an unnamed brook near Violet Road were vactored in 2003. The Commission also amended the stream-dredging permit to allow the use of backhoes and excavators near culverts when the work can be done from the pavement.

The Department also began utilizing GIS to compile a stream inventory, including a database of historic stream cleaning locations and activities, to better plan future stream cleaning needs.

This report was prepared on behalf of the Conservation Commission by John Keeley, Conservation Administrator.

Respectfully submitted,

The Burlington Conservation Commission

Larry Cohen, Chair

Philip Sutton, Vice Chair

Indra Deb, Commissioner

Marylee Everett, Commissioner

Gail Lima, Commissioner

Christopher LoRusso, Commissioner

Kerry Melanson, Commissioner

BOARD OF APPEALS



Board of Appeals: Front Row (left to right): John Sullivan (Vice Chairman), Robert Meaney (Chairman) and George Murray (Clerk). Back Row (left to right): John Alberghini (1st Alternate), Bill Gaffney and Gene Lane (2nd Alternate). Missing from the photo is Wayne Harding.

The Board of Appeals of the Town of Burlington is created under Section 9.5.1 of the Zoning By-Law, pursuant to Chapter 40A of the Massachusetts General Laws. The two alternative and five permanent members of the Board are appointed by the Town Administrator to unpaid terms of one and five years respectively. Its purpose is to hear and decide appeals from an adverse decision of the Building Inspector or any Town Board, to make determinations in Flood Hazard Districts, to hear and decide petitions for variances, in particular instances to permit signs in a Business or Industrial Zoning District larger than those specified in the Zoning By-Law and, to issue comprehensive permits under MGL Chapter 40B.

The vast majority of cases heard by the Board are petitions for variances from strict compliance with the Zoning By-Law. After giving notice by mail to the abutters of the affected parcel and giving notice to all others by newspaper publication, the Board holds a public hearing to hear all of the evidence either in favor of or in opposition to the granting of the variance.

In order to grant a variance from the strict requirements of the applicable zoning by-law, the Board must find the following:

1. That, owing to circumstances relating to the soil conditions, shape or topography of such land or structure which is the subject matter of the petition for a variance and especially affecting such land or structure, but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the zoning by-law would involve substantial hardship, financial or otherwise, to the petitioner.
2. That desirable relief may be granted without substantial detriment to the public good.
3. That desirable relief may be granted without nullifying or substantially derogating from the intent and purpose of the by-law.

The burden upon the Board of Appeals is a great one and cannot be taken too lightly because the collective decision that it makes will have a lasting effect upon the town and its citizens. It is the only town board with explicit authority given by the State Legislature to actually allow citizens to avoid complying with the law, in appropriate situations.

There is no set formula by which the Board can make its decision so that every decision appears compatible with the other. What may be a substantial derogation of the intent and purpose of the zoning by-law in one petition may not be so in another. Consequently, it is difficult to compare any one decision of the Board with another. Each case must be treated individually and must stand on its own merits and not be decided by precedence.

In 2003, the Board heard 55 cases, 31 were residential cases which generated \$3,100.00 in fees and 24 commercial cases which generated \$6,000.00 in fees. The applications generated in total \$9,100.00 in fees.

The members of the Board of Appeals are pleased and honored to serve the town and look forward to another successful year of dedicated service to its citizens.

Respectfully submitted,

Robert Meaney, Chairman
John Sullivan, Vice Chairman
George Murray, Clerk
Wayne Harding
William Gaffney
John A. Alberghini, 1st Alternate
Gene Lane, 2nd Alternate

BUILDING DEPARTMENT

I herewith submit my report as Inspector of Buildings for the year 2003. As reflected in this report there has been an undeniable change in construction patterns due in large to the economic conditions of today.

The total construction costs for 2003 rose 25% to \$58.6 million dollars, up from \$46.8 million in 2002. Residential construction values soared at \$31 million, attributable to multi-family construction, while the commercial construction values decreased slightly to \$26 million from \$28.7 million in 2002. The total number of permits issued by the Building Department staff during 2003 was 2,795, resulting in 4,700 inspections being performed. The total permit fees collected for 2003 was \$662,262, a 36% increase from last year.

Residential building construction costs rose by a startling 95% this year from the previous year. A total of 44 dwelling building permits were issued with a total of 248 units. Residential building activity for single-family dwellings included thirty-five (35) single-family dwellings: thirteen (13) of which were erected on new parcels. The remaining twenty-two (22) dwellings were demolished and replaced with new dwellings on the same parcel, an increase of 145% from 2002. Multi-family construction is near completion for 15 townhouses (4 buildings) known as *Winnview Heights* on Richardson Road; 20 apartments (2 buildings) and maintenance garage at the *Westgate Apartments* complex are underway; and the 180 unit apartment complex broke ground at *The Heritage at Stoneridge*, consisting of five (5) apartment buildings, five (5) parking garages, a maintenance garage, and clubhouse off Wall Street.

Residential building activity this year for single-family dwellings included the following:

- 76 Siding
- 72 Decks
- 112 Roofs
- 39 Garages
- 35 Swimming Pools
- 34 Seasonal/Sunrooms
- 12 Two-Story Additions
- 17 Second Floor Additions
- 14 Family Room Additions
- 30 Finish/Remodel Basement
- 46 Kitchen Additions/Remodels
- 50 Bathroom Additions/Remodels

Commercial construction values were 1.1% behind its 2002 pace. By far, retail construction climbed while office construction showed considerable weakness. In 2003, the major construction projects included Shaw's Supermarket and Busa Liquors, the Old Navy addition to Middlesex Commons now underway and the former Taco Bell remodeled as Wendy's. Other significant retail construction included Tristar American, American Eagle Outfitters, Build-A-Bear, LaSenza and Lego at the Burlington Mall. For the first time since 1987 the commercial construction fell below the residential costs. The new \$3.7M Lightbridge offices at 30 Corporate Drive boosted this year's total. Other significant commercial office construction included Lahey Clinic's Cardiac Cath Lab, Navigant at 77 South Bedford Street, and Raytheon's relocation to 3 Van de Graaff Drive. Most other commercial office construction projects were at a considerable lower scope than previous years.

The Building Department expanded its success with the permit tracking system by recording inspections on-site with handheld Pocket PC devices, offering quick and easy access to the tracking and reporting of all inspections. In addition, we have begun the task to prepare the large volume of building plans to be copied to microfiche with the help of Daniel McCormick, Archivist. To date we have been able to prepare approximately 1,300 plans.

New official streets in 2003 are High Street, Little's Brook Court and McNamara Way, which will accommodate the new apartment complex known as *The Heritage at Stoneridge*. High Street will connect at the end of Wall Street, which will in the future accommodate an office park; off of High Street will be Little's Brook Court (consisting of 4 apartment buildings) and off of Little's Brook Court is McNamara Way (consisting of 1 apartment building for seniors). Also, Brookside Lane will be extended to include 6 new single-family dwellings.

The department received and responded to over 50 emergency calls from Fire Department and other Town agencies this past year: The building inspectors responded to over 25 calls, the electrical inspectors 17 calls, and plumbing & gas inspector 5 calls. In addition, we responded to 92 complaints/violations, performed 65 annual inspections and provided approximately 52 zoning determinations. Once again, zoning complaints and violations this year mainly consisted of the parking of more than one (1) unregistered vehicle and/or commercial vehicles in a residential zone and the placement of banners & free-standing signs on commercial property.

We continue to monitor and record the amount of wastewater produced for proposed new construction and additions, since the 1986 Town Sewer Moratorium.

This past year the Building Department enlisted the help of three (3) seniors from the Senior Work Off Program, assisting the clerk in the maintenance of our files. We sustained our participation in Shawsheen Technical High School's Senior Externship Program. Nicole Minichiello of Wilmington from the Business Information Service Department at Shawsheen continued working with our staff during the first half of 2003. Shawsheen has since revised the program whereas students spend the first half of their senior year in school and the last semester in the program. We anticipate a new student in the winter of 2004. We would like to take this opportunity to thank them for a job well done and look forward to a long-term involvement in both these programs.

Since September 11, 2001 our office has been working diligently with state agencies and public safety departments going through a continuation of certification classes, meetings and training exercises. These agencies include the Local Emergency Planning Committee (LEPC), Massachusetts Emergency Management Agency (MEMA), and Federal Emergency Management Agency (FEMA).

The department has available informational brochures, *Building/Development Process Handbook*, explaining the permitting process, *The Building Department's Most Frequently Asked Questions*, and the *2nd Water Meter Guidelines*, a brochure explaining the procedure for installing these meters. Also available upon request is a list of contractors, plumbers, electricians, etc. for your use in your proposed construction job.

The Building Department's future goals for the coming year are (1) to stay ahead of the demand that will be imposed by construction activity underway and what is being planned, (2) continue to microfiche our plans to reduce our large area of archived storage, (3) use pocket PCs in the field to record inspections, complaints, violations, and (4) integrate existing files into the records tracking software. We realize this is an ambitious list but we feel it is attainable. To date, we have been able to cope with the demand imposed upon us, directly attributable to the maintenance of the Department's current staffing levels. With that said, I would like to take this opportunity to thank my staff for all their dedication and hard work this past year: Andy Ungerson, Senior Building Inspector; Bruce

Clark, Local Building Inspector, Glenn Paparo, Plumbing and Gas Inspector, Bill Fairweather & Jack O'Keeffe, Wiring Inspectors, and a special thanks to Judy Sorensen, our Principal Clerk.

The total number of permits issued and estimated values are as follows:

BUILDING PERMITS

Work Categories	No. Issued	Estimated Construction Cost (In Dollars)	Fees Collected
New Residential Dwellings	248	19,139,472	158,837
Residential Additions	207	7,536,044	67,564
Residential Remodels	361	4,416,043	69,215
Residential Garages	20	441,918	5,027
New Commercial Structures	3	4,380,392	40,088
Commercial Additions	3	1,686,000	11,171
Commercial Alterations	152	19,907,614	198,898
Signs	79	180,570	3,900
Miscellaneous	50	217,098	3,038
Foundation Only	5	101,825	1,242
Swimming Pools	33	326,901	2,720
Demolitions	57	782,410	4,950
Temporary Mobile Homes	1	1,500	50
Temporary Trailers	21	64,750	1,585
TOTALS	1,240	\$59,182,538	\$ 568,288
		Fees Collected	No. of Inspections
Building Permits	1,036	\$ 568,286	1,973
Certificates of Inspection	64	3,846	71
Electrical Permits	870	44,761	1,164
Plumbing Permits	433	29,145	905
Gas Permits	392	15,509	557
Miscellaneous Copies, etc.		715	
TOTALS	2795	\$662,262	4,700

Respectfully submitted,

John J. Clancy
Inspector of Buildings

THE OFFICE OF VETERANS SERVICES

The Burlington Office of Veterans Services had a very busy and productive 2003. The office and the veteran community were involved with several activities and events, such as Memorial Day, Veterans Day, Legacy Project, and Hugs for Our Heroes. Most people in town know this office through the public events, but the focus and primary concerns of the Burlington Office of Veterans Services is day to day working, in private, with veterans to ensure they and their families receive the proper counseling and benefits due them. We also interact with a wide variety of residents on a myriad of issues and topics.



Burlington Veterans Services, Human Services Building.

This office utilized the Council On Aging Bulletin and the Northwest section of The Boston Globe this year to gather information about veterans and/or surviving spouses who may be eligible for state and federal benefits for which they may not have been aware they were eligible. The Veterans Office received a large response, and we were able to schedule interviews to determine the level of eligibility of those individuals. Due to that effort, and the fact that elderly veterans continue to pass away in large numbers, this office has counseled more veterans and their surviving spouses on state and federal benefits. Several more are now benefiting from state and federal benefits this year.

In an effort that was brought forth by Selectman Kevin McKelvey, this office began the preparation for the "Passing On The Legacy" project with Burlington High School. Burlington High School Principal Linda Hayes and Superintendent Jim Picone became enthusiastic supporters of the project. Veterans were contacted and students directed in the interviewing of veterans for future archives. The first part of the multi-part project has begun with the interviews.

Photo by Betty McDonough

And Burlington High School Principal Linda Hayes held her Third annual Veterans Day ceremony, dedicating the event to Vietnam War Veterans. This office was honored to be invited and assisted with identifying local Vietnam War Veterans. The Guest Speaker was Burlington resident, Lt. Col. Jack Hammond, a recently returned (from Iraq) Commander of the 211th Military Police Battalion.

One special event was brought forth through the discovery, by the Burlington Office of Veterans Services, of the existence of a 58 year-old video produced by "Victory at Sea." This video showed the miraculous rescue of Burlington resident and veteran, Joe Arena, on his 23rd birthday, June 20, 1945, by the submarine U.S.S. Seafox after he spent an incredible 21 hours in the Pacific Ocean.



Photo by Betty McDonough

Burlington resident and veteran, Joe Arena, viewing footage from the "Victory at Sea" video at a birthday party given in his honor.

After the placement of the 23 wreaths around town by the Allied Veterans, the Memorial Day ceremony at Chestnut Hill Cemetery was held with all the proper dignity our deceased veterans deserve. Burlington resident and Air Force veteran, Thomas O'Mahoney, was the guest speaker on a very rainy day, and Reverend Jacqueline McGrady from St. Mark's Church was our Chaplain. The Burlington High School Marching Band played the National Anthem and the Military Medley. The Marshal Simonds Middle School Choir sang several beautiful songs for those in attendance.



Photo by Betty McDonough

Memorial Day ~ Burlington Fire Department Honor Guard (l) and Hanscom AFB Civil Air Patrol (r).

The speaker for Veterans Day was Army SFC Lawrence Almeida, another local Burlington resident, who had returned from active duty in the Middle East. Rabbi Susan Abramson of the Temple Shalom Emeth was our Chaplain. Also in attendance were members of the American Legion Rifle Squad, members of the American Legion, led by Commander Richard Hogan; the DAV led by Commander Andy Giordano; VFW Commander Jack Rodwell and members of the VFW were present, as well as the Marine Corp League and Marine Corps League Honor Guard, led by Carl Patterson. Some of the others present at Pine Haven Cemetery included: State Representative, Charles Murphy, representatives of Burlington's Board of Selectmen, members of Hanscom Air Force Base's Civil Air Patrol, the Burlington High School Marching Band, and the cub scouts and boy scouts.



Photo by Betty McDonough

Veterans' Day ~ Burlington American Legion Post #273 with Burlington Cub and Boy Scouts in background.

Once again, special thanks go out to the staff at the Marriott Hotel and general manager Jim Kappel for delivering and serving a continental breakfast to our veterans each and every Memorial Day and Veterans Day. The hotel supplies the food and beverage and the staff volunteer their time. Also, it always amazes us that even under the worse conditions, the attendance at our Memorial Day and Veterans Day events are extraordinary. We wish to acknowledge and sincerely thank those in attendance.

After a second successful year on line, the veteransinfo.net web page has been very successful, with more 5,000 hits from which telephone, e-mail, and hard mail inquiries were developed from several states across the country and two foreign countries. The web page is updated on a regular basis, with many pages and links to very interesting and informative sites - a vast array of information is available.

The Burlington Office of Veterans Services is really a one-stop Human Service Office and has as its top priorities: the providing of services designed to improve the quality of life for every veteran in town, their families and surviving dependents; for people with disabilities and their families; for families in need of fuel assistance, and those wishing to be employed under Labor Services with the town.

This does not include people and entire families who continue to arrive at our door looking for advice and assistance with issues not listed in our title. The Office of Veterans Services handles innumerable human service issues for many citizens of town. Elderly and young alike are always asking about job assistance or seeking information about Social Security, Medicare and Medicaid and Food Stamps. Families seek us out and ask for advice about health insurance and health care as well as educational assistance for college bound children. We also answer questions about long-term care. With additional low-income families living in subsidized housing in Burlington, many people arrive at this office to ask questions and seek assistance on applying for housing.

Acknowledgement is necessary here for those members of Mother To Mother, especially Karen Hoyt and Melanie Casella for their wonderful effort in collecting money and supplies to send gift packages overseas to men and women with Burlington connections. They sent more than 132 packages, totaling 1700 lbs. to 25 soldiers. The organization raised \$2,650 through generous donations from the community.



Photo by Betty McDonough

Hugs for Our Heroes ~ Mother to Mother members, Karen Hoyt (l) & Marlene Casella (r) welcoming Captain Brian Sykes home after his tour of duty in Baghdad, Iraq.

1. VETERANS SERVICES

Massachusetts General Laws Chapter 115 grants eligible Burlington veterans, their families and their surviving dependents state benefits to provide for daily living. These benefits also cover medical insurance and medical care payments for residents who are uninsured or underinsured. These benefits are intended to be temporary in nature and not a full time, permanent support system.

The Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veteran's benefits and for the U.S. flags placed on the graves of deceased veterans buried in our two cemeteries.

2. VETERANS AFFAIRS

US Code, Title 38 directs federal benefits to eligible veterans and their families. These include pensions, disability compensation, final burial expenses, education, hospitalization, mortgage loan guarantee, outpatient care and domiciliary care. Evaluation, assistance and counseling are offered at the local level to facilitate access to these programs.

State or Federal Veteran's Benefits are not automatic in any sense of the word. These benefits must be applied for in accordance with strict state and federal laws, rules and regulations. Many hours are spent counseling veterans, their families, and surviving dependents regarding the filing of claims to the Department of Veterans Services in Boston for state claims, and the Department of Veterans Affairs in Washington for federal benefits.

Burlington veterans, families, and surviving spouses receive approximately \$2,000,000 annually in Federal Veterans Administration and State Veterans Services Benefits.

Daily consultations with local veterans regarding retirement and pension issues, medical and insurance assistance, employment possibilities, rehabilitation through various programs including the State and Federal Outreach Centers, individual problems, affect of new legislative proposals, and updating of existing programs, plus discussions with families and dependents continue to claim a large proportion of our time. With the veterans population aging and dying in ever larger numbers, the number of veterans and families seeking veterans benefits, counseling and advice continues to increase. With an increase of veterans losing their retirement benefits, many local veterans have been arriving at our door seeking assistance in applying for health care benefits with the VA. This office has seen an increase in the services requested by veterans and their surviving family members for assistance.

The Veterans Agent also writes articles for the local newspapers informing veterans and their families about important current and historical information that might be of interest to them, in addition to the semi-annual newsletter that is mailed directly into the home of every veteran with valuable updates and information about services available to the veterans and their family. The veterans' agent was honored to be invited to the various schools in town to speak to students about issues relative to military history and the contribution that local veterans have made to that history.

The Burlington Director of Veterans Services is a Past President of the Northeast Veterans Services Officers Association. He is also a member of the Massachusetts Veterans Service Officers Association. The Veterans Agent is the Adjutant of the Burlington Allied Veterans Council, comprised of representatives of the American Legion Post #273, the Veterans of Foreign Wars Post # 7423, the Disabled American Veterans Post #113, and the Marine Corp League.

Every effort is put forth by the Office of Veterans Services to ensure proper observances of Memorial Day and Veterans Day. The Council conducts Poppy ("Forget Me Not") Sales through its member organizations at the high school polling place at each election. The Allied Veterans also spend several afternoons throughout the year visiting the Edith Nourse Rogers Veterans Hospital in Bedford to sit and talk and conduct Bingo games and holiday parties for our brother and sister veterans confined to the hospital.

The Director of Veterans Services is also a member of the Burlington American Legion, the Burlington VFW and the Vietnam Veterans of America.

3. DECEASED VETERANS

Assistance is offered to families of deceased veterans in reviewing available benefits, filing for government life insurance, obtaining burial allowances, markers, and burial lots in our local cemeteries. The Burlington Office of Veterans Services, thanks the Allied Veterans, Burlington Boy Scout Troops 511, and 103, and the Girl Scouts for assisting in the placement of U.S. Flags on the graves of veterans buried at the Pine Haven and Chestnut Hill Cemeteries.

4. GRAVES OFFICER

Section 9 of Chapter 115 MGL requires flags of the United States to be placed on graves of deceased veterans each Memorial Day. The Town of Burlington honors its veterans buried here by flying the Stars and Stripes all year long on the grave of each veteran. The town's cemetery personnel have always afforded cooperation and support in this responsibility. The town provides individual flag holders. The Graves Officer ensures that every eligible veteran has a flag on his or her grave. The Graves Officer is also responsible for ensuring that only veterans discharged under Honorable Conditions are given consideration for the purchase of a grave in the Veterans Section of either the Chestnut Hill or Pine Haven Cemeteries. In addition, the US Government provides a bronze marker for honorably discharged veterans and is applied for by the Graves Officer.

5. DISABILITY ACCESS COMMISSION (DAC)

This office provides coordination between the Commission and the town, local businesses and residents of Burlington. Serving as the representative of the Board of Selectmen to the Commission, this office coordinates, schedules and maintains records of all DAC business. We also serve as the office receiving complaints about handicapped issues. The DAC continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various buildings.

6. FUEL ASSISTANCE

Due to economic situations, this fuel assistance season has been one of the busiest in recent years. With the economy not doing well, more residents have become eligible for this benefit. Eligible residents apply for this joint state and federal benefit through this office. This office is responsible for all eligible residents under 60 years of age and appointments were scheduled every day through January and February and again later in the year in November and December. Verification is sometimes time consuming and several visits with increased amounts of paperwork are required in order for the applicant to receive the proper amount of assistance, but obtaining all the information needed for determination of the candidate is absolutely necessary. Also, families on fuel assistance often need additional guidance and assistance and utilize this office as the resource for information and direction they need to improve their quality of life.

7. LABOR SERVICE

This office also is responsible for maintaining the Labor Service list for the town. Labor Service is the part of Civil Service that does not require an exam to be placed on the list. The departments in town that utilize the Labor Services List are: DPW, Recreation and the school cafeterias. There are approximately 180 individuals who are presently listed on the Labor Services Roster.

Respectfully submitted,

Robert Hogan, Director
Elizabeth McDonough, Clerk

DISABILITY ACCESS COMMISSION

The Burlington Board of Selectmen established the Disability Access Commission (DAC) in 1991. The Commission utilizes education and information as the means of assisting people, the community and local businesses to think positively about people with disabilities. The Town of Burlington has made great strides in making all town buildings accessible to all people. The DAC is the repository for information and the focus of questions by the community dealing with accessibility issues.

The Disability Access Coordinator, Robert Hogan, is the coordinator of the efforts by the DAC to inform and educate the public about issues relevant and important to those people and families with disabilities. The Commission is not an enforcement group, but strictly advisory in nature. The Board of Selectmen, at the request of the Disability Access Commission, voted to allow a donation of \$15,000 from the Handicapped Parking Fund towards the purchase of the new COA van.

The Selectmen also approved \$20,000 towards the construction of the elevator at the Pine Glen Elementary School as well as \$2600 towards rebuilding of the Burlington Fire Department handicapped ramp.

This action was pursuant to the Selectmen's authority under Massachusetts General Law Chapter 40, Section 22G, which allows the allocation of all revenues realized by the town from handicapped parking violations to be deposited into a separate account to be used to fund various, selected town projects.

The Commission continues its efforts to ensure that public parking areas have sufficient handicapped parking and that the public is aware of and adheres to both the spirit and the letter of the law.

Respectfully submitted,

Kenneth Tigges, Chairman
Bernice Ferguson
Barbara Adler
Robert Emmert
Christine Monaco
Maura Mazzocca
Mary Jane Fietze
Bernadette Whittington
Robert Hogan, Coordinator
Elizabeth McDonough, Recording Secretary

BURLINGTON COMMUNITY LIFE CENTER

Mission and Overview

The Burlington Community Life Center (BCLC) is a Department for the Town with the responsibility of providing mental health and social services to families with children, adolescents and young adults (specifically ages 9-22). BCLC also provides information and referral services for ALL Burlington residents of any age. In addition, BCLC staff provide screening for People Helping People, primarily for residents making requests of the Covenant for Basic Needs (established in 1981 by the Clergy Association).

The BCLC has been in operation since 1974 when it became a Town department. Prior to this, the office had opened under the name House of Common in 1972. In 1978, BCLC was given the specific mandate to provide counseling services to teenagers and their families. In recent years, there was increasing demand for BCLC to provide services to younger children, so the age range was expanded to include families with children nine years old and above.

The BCLC continues to work with adults and young people on such diverse problems as family conflict, adolescent issues, parenting skills, marriage and relationship problems, drug and alcohol use, depression and suicide, neglect, domestic violence and the like. The BCLC offers individual, family, and group therapy services, and our philosophy is oriented toward involving entire families in treatment whenever possible. Since it is within the family that these problems are most acutely felt, and these same families often possess the best and most available resources to resolve problems, we believe that family therapy is often the most useful and effective means of treatment.

Evening appointments may be arranged for working families by calling in during regular office hours (9:00am-5:00pm). (During later evening hours and on weekends, the agency voicemail will collect messages for BCLC staff and refer callers to a 24-hour back-up emergency mental health service if there is an immediate crisis that cannot wait until the staff is available.)

Interdepartmental/Agency Collaboration

BCLC staff work collaboratively with town departments and other mental health and social service agencies. At the request of the school's Health department, we have again provided workshops for sophomore health classes on depression.

Charlie Franich, BCLC therapist, was re-elected in June 2003 to serve as the chair of the town's Drug & Alcohol Task Force. This year the Task Force will be inviting the community to participate in Burlington's first-ever Alcohol-Free Weekend as the kick-off to Drug and Alcohol Awareness Week in May. Additional work in the schools has included Peggi Stallings Durand, Charles Franich and Dinah Lane working very hard with Amy Mahoney in the guidance department to implement a Peer Education Program with select juniors and seniors at the high school. In the spring, these high school students speak with between 200-250 seventh graders about the dangers of substance abuse. The assumption is that seventh graders will be receptive in a different way to these issues when hearing about them from other youth.

BCLC staff also met regularly with members of the Burlington Clergy Association and were involved in local and regional meetings of agencies and programs concerned with mental health or social services (Lahey Initiative Committee on Domestic Violence, Lahey Community Benefits Committee, Local Officials of Human Services Council, and other adolescent service organizations).

Social Services

The Intensive Homework Stress Reduction Project was started this Fall thanks to a grant by Lahey Clinic and the Community Health Network, Area 15. Peggi Stallings Durand devised the framework for the program where middle school students who need additional help are referred by guidance staff. The program provides students with additional structure, supervision and support in order to increase the chances of being successful with their homework. Several students achieved enormous success quite rapidly early on in the program.

The BCLC also offers ALL Burlington residents a range of social services including the administration of resources offered through People Helping People, Inc. (PHP). PHP is an umbrella organization made up of community volunteers who help oversee and coordinate the efforts of three established groups: Community Pantry, Covenant for Basic Needs and Burlington Holiday Program (formerly Burlington Santa). Wes Simons continued to serve on the Board of Directors of PHP. Many residents are aware that the Holiday Program helps families during Thanksgiving and Christmas. However, some other extensions of this program help needy families throughout the year with summer camperships, back-to-school clothes and the like.

The PHP Board manages the Covenant for Basic Needs. They work with the Burlington Clergy Association to provide limited help for those residents experiencing financial emergencies. The BCLC staff screen those applying for this assistance. In FY 2004, we handled over 100 requests that involved 113 residents. This number does not include the many requests we receive from residents applying for the Holiday Program and the scores of residents already served by the Pantry.

We extend our heartfelt gratitude to Karen Gallagher and Barbara Naddaff for managing the Food Pantry and coordinating the Holiday Programs over the past several years. Their timeless dedication and valuable contributions to PHP are deeply appreciated. Several other people have also put a lot of time and energy into making this program work. We thank members of the PHP Board and all those residents, groups and companies who contributed time, talent and money to help PHP through another year.

BCLC also maintains an information and referral service to assist ANY resident in locating the particular social service that a resident may require. Staff have assisted young people and their parents in situations requiring hospitalizations, finding appropriate emergency or residential care, and the like. Due to dwindling resources and program cuts, this search has been more difficult and sometimes resources have been unavailable.

Statistical Notes

An average of over 200 residents each month receive counseling services. Over 100 people made requests for assistance from People Helping People throughout the year, especially during the holidays.

Counseling Caseload Age Distribution (12 month period):

176	Adults (26 & Older)
21	Young Adults (19-25)
202	Adolescents & Children

Treatment Modality

231	Family Treatment
88	Individual Treatment
23	Team Treatment
57	Group Treatment: Adolescents

Referral Sources:

1. Schools: 48%.
2. Self-referrals: 19% (A majority of these self-referred clients were former clients who returned to deal with new crises or issues, and because they were happy with the services provided previously.)
3. Family and Friends: 14%
4. Community Sources: 17% (police, clergy, doctors, lawyers, crisis team, other town departments, DMH, DSS.)
5. Other Sources: 3% (7 from psychiatric hospitals; 3 other therapists or mental health clinics.)

Other Community Services

As in previous years, the BCLC provided administrative and other support to a number of programs in the community of benefit to Burlington residents. Michele Trigilio continues to do an excellent job coordinating the FISH and Rent-A-Kid programs. FISH (Friends In Service to Humanity) volunteers provided 61 rides to local medical and social service appointments for residents in need of transportation. The Rent-A-Kid referral service received 70 requests from adult residents who wanted to hire young people to do a variety of odd jobs.

Training

The BCLC provides training to graduate student interns as part of their professional education. BCLC has provided field placement training since the late seventies to graduate students from Boston University, Simmons College, Lesley Graduate School, Tufts University, Antioch University, Northeastern University and University of Massachusetts, Boston. We thank the students for their long hours of service and dedication.

Board of Directors

The Board of Directors at the Community Life Center continued their involvement and I deeply appreciate their help and support. Board members include:

Ronald MacKenzie, Chair	Thelma Iozzo
Marilyn Langley, Vice-chair	Ann McNamara
Father John Crispo	Roberta Mills
Candace Gustafson	Betty Murphy
Michael Howard	Sgt. Greg Skehan

SUMMARY

The demand for our services continues to be heavy while other resources in the area continue to diminish. We extend our thanks to the many in the town who have supported our efforts.

Respectfully submitted,

Wesley M. Simons, Executive Director

B-LINE

At the recommendation of the Van Haagen Brustlin, Inc. Study, Lahey Clinic and some residents, the B-Line began operating the buses at 6:00am and 6:30am, Monday through Friday on September 3, 2002. The early morning service proved to be unsuccessful and was discontinued on March 31, 2003. Therefore we resumed the regular B-Line bus service on March 31, 2003. Those asking for this service, when given the chance, found the early morning dark and daunting and didn't use the B-Line-or found that much earlier rising times were needed to get to work on time via the circumlocutions B-Line routes.

B-LINE ROUTE 1

(MALLS)

Route# 1 on the 1/2 hour Starts 7:30 AM

Start 61 Center St.Building

R CENTER ST pass town hall

L CAMBRIDGE ST.

XX L On Req. Wall St.

XX L On Req. Crossroads Plaza

R WAYSIDE ROAD

1st L SO. BEDFORD ST

1st R BLANCHARD RD>

1st L MULLER ROAD

R MIDDLESEX COMMON

R ON MIDDLESEX TPK

XX R On Req. Vinebook Plaza (tower records)

R BURLINGTON MALL

**XX (On Req. Lahey Clinic
then right on mall rd to 1st left
so.bedford to end R on lex St.)**

ACROSS TO LEXINGTON ST. to end

R BEDFORD ST. to end

R CENTER ST.TO CENTER BLD

L(left) shows us which direction
R(right)the B-Line travels
along the routes.

5:30pm (LAST TRIP)

RED LINE

B-LINE ROUTE 4

(WINN STREET)

Route # 4 on the 1/2 hour 7:30 AM

Start 61 Center St.Building

R CENTER ST pass town hall

R CAMBRIDGE ST. at lights

R WINN ST.

2nd L MILL ST

1st R LOCUST ST. to end

L WINNST

R WINNMERE AVENUE

3rd L OVERLOOK AVENUE to stop sign

1st L GLEN AVENUE

1st R EDGEMERE AVE

1st L HARRIET AVENUE to lights

R WINNST

1st R MOUNTAIN ROAD

1st L WYMAN ST.

1st L WINNST

1st R WILDMERE AVE

2nd L CARLTON AVENUE

3rd L NEWBRIDGE

1st R FRANCIS to end

R WINNST

light R PEACH ORCHARD RD
to turn around Grandview Ave
and back to end

R WINNST

L CENTER ST

L BIRCHCREST ST.

L TOWER HILL

XXX

R BIRCHCREST ST.

L CENTER ST to CENTER BLD

**XXX ON 2.30PM Route after tower hill
take left on birchcrest st down hill to
light and across into HIGH SCHOOL**

5:30pm (LAST TRIP)

B-LINE ROUTE 2

(Frances Wyman Road)

On the Hour starts 8:00 AM

Start 61 Center St. Building

GREEN LINE

B-LINE ROUTE 5

(Lahey Clinic & Malls)

On the hour starts 8:00 AM

Start 61 Center St. Building

R	CENTER ST pass town hall	
L	CAMBRIDGE ST	
1st R	BEDFORD ST.	
	<i>After church & Francis Wyman</i>	
3rd R	COLLEGE RD	to end
L	FRANCIS WYMAN RD.	to end
R	CAMBRIDGE ST.	
2nd L	LEROY DRIVE	to end
R	PAULA ST.	to end
R	WILMINGTON RD.	
1st R	CHESTNUT AVE.	to end
	<i>Cross cambridge st to</i>	
	COUNTY RD.	
2nd L	WINONARD	
1st L	RAHWAY RD.	
1st R	SKELTON RD	
5th L	MACON RD	
1st R	GIDLEY	to end
L	PRINCETON RD.	to end
R	CAREY AVE.	to end
R	MEADOWVALE RD	to end
L	BEDFORD ST	to end
R	CENTER ST To Center Bld.	

5:30pm (LAST TRIP)

R	CENTER ST pass town hall	
L	CAMBRIDGE ST	
1st R	BEDFORD ST.	
1st L	LEXINGTON ST.	
	<i>after reduce speed sign on curve</i>	
L	STONEY BROOK RD	to end
R	MALL RD.	
2nd L	LAHEY CLINIC	
L	MALL RD	
L	BURLINGTON MALL	
L	MIDDLESEX TPK.	
L	MIDDLESEX COMMON	
L	MULLER RD.	to end
R	BLANCHARD RD	to end
L	SO BEDFORD ST	
1st R	WAYSIDE RD	to end

XX Req Across to Wall Street

XX Req Right To Crossroads Plaza

L	CAMBRIDGE ST.	
R	BIRCHCREST ST	to end

XX req Tower Hill

L	CENTER ST To Center Bld.	
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5:30pm (LAST TRIP)

Town of Burlington

B-LINE ROUTE 3

(Wilmington Road -Fox Hill)

On the 1/2 hour starts 7:30 AM

Start 61 Center St. Building

R	CENTER ST pass town hall	
R	CAMBRIDGE STREET	
R	WILMINGTON RD.(RT. 62)	at light
	<i>after playground</i>	
L	CARTER RD	to end
R	DORIS RD	
R	SANDRA ST.	to end
R	WILMINGTON RD.	
L	WESTWOOD ST.	
R	BLACKHORSE LANE	
L	SUMNER RD	to end
	Quick right & Left to VINCENT RD	
R	DONALD RD	to stop sign
R	HART ST	
R	FOX HILL RD	
L	BOULDER DR.	to end
L	UPLAND RD	to end
R	FOX HILL RD	to end
L	SKILTON RD.	to end

L	On Req. MILL ST.	
R	FREEPORT DR.	
R	TONER DR.	to end
R	Mill St.	to end

R	MILL ST.	to end
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R	WINN ST.	to light
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L	CAMBRIDGE ST	
L	<i>fire house</i>	
R	CENTER ST. to Center Bld.	

5:30 pm (LAST TRIP)

Blue LINE

B-LINE ROUTE 6

(Terrace Hall-Middlesex Turnpike)

On the 1/2 hour starts 7.30 AM

Start 61 Center St. Building

R	CENTER ST pass town hall	
L	CAMBRIDGE ST.	
1st R	BEDFORD ST,	
L	TERRACE HALL AVE	
R	A STREET	to end
R	MIDDLESEX TURNPIKE	to lights
L	BEDFORD STREET	to lights
L	NETWORK DRIVE	
	follow back to Middlesex Tpk	

XX	Cinema on request	
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L	MEADOW RD	to end
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XX	Tower Record Mall on req.	
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L	MALL ROAD	
R	BURLINGTON MALL	

R	MALL ROAD	
---	-----------	--

R	LAHEY CLINIC	
---	--------------	--

R	MALL ROAD	
---	-----------	--

1st L	SO. BEDFORD	to end
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L	LEXINGTON STREET	
---	------------------	--

1st R	HOPE ST	
-------	---------	--

1st R	JAMES ST	to end
-------	----------	--------

R	HEMLOCK ROAD	to end
---	--------------	--------

L	SANDY BROOK ROAD	to end
---	------------------	--------

R	TERRACE HALL AVE	to end
---	------------------	--------

R	BEDFORD STREET	to end
---	----------------	--------

XXX

R	CENTER ST. To Center Bld.	
---	---------------------------	--

5:30 pm (LAST TRIP)

XXX	High School 3:20 PM	
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THE B-LINE BUS
HUMAN SERVICE BUILDING
61 Center Street

Burlington, MA 01803

Office hours 10:00 A.M. - 2:00 P.M.

781-270-1965

www.Burlington.org



1 & 4

2 & 5

3 & 6



Under 6 Free

Students .25

Adults .50

Seniors .25

Transfers Free

Year

6 Month

3 Month

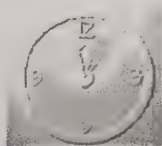
Passes Available

Adult Seniors Students

\$ 60 \$ 35 \$ 35

\$ 35 \$ 20 \$ 20

\$ 20 \$ 11 \$ 11



HOURS OF OPERATION - MONDAY THROUGH FRIDAY

Route 1-4: 7:30 A.M. to 12:30 P.M. 1:30 P.M. to 6:00 P.M.

Route 2-5: 8:00 A.M. to 12:00 P.M. 1:00 P.M. to 6:30 P.M.

Route 3-6: 7:30 A.M. to 12:00 P.M. 1:00 P.M. to 6:00 P.M.

(Effective March 31, 2003, note the new hours of operations listed in the B-Line report.)



Burlington High Students:

The B-Line departs the High School at 2:50 and 3:20 p.m.



The B-Line will take you to any field in Burlington as well as almost any activity for recreation - call for details.



Connections:

Connect with the MBTA and LRTA Buses

SAFE-CONVENIENT-FRIENDLY-INEXPENSIVE-AIR CONDITIONED
WHEELCHAIR ACCESSIBLE

July 1, 2003 the B-Line stopped running one hour per bus during lunchtime. We also stopped operating on any holidays. While this is a real hardship for riders, three hours saved each day for a year and the B-Line not running on Holidays saved the Town more than \$47,000.00.

The Burlington Transportation Bus (The B-Line is still buzzing around town.) For information please call 1 781-270-1965.

Respectfully submitted,

Eleanor O'Connell
Transportation Coordinator

B-Line Advisory Committee:

Patricia Churchill
Jen Gelinas
Nancy Hofferty
Kevin B. McKelvey, Selectman
Mildred Nash
Mabel Nevins
Paul Raymond, Planning Board

NEW HOURS FOR THE B-LINE

Route 1 – 4 7:30am – 12:30pm 1:30pm – 6:00pm
(RED LINE)

Route 2 – 5 8:00am – 12:00pm 1:00pm – 6:30pm
(GREEN LINE)

Route 3 – 6 7:30am – 12:00pm 1:00pm – 6:00pm
(BLUE LINE)

THE B-LINE WILL NOT OPERATE ON ANY HOLIDAY!!!

Fares: Adults \$.50 Seniors and Students \$.25

COUNCIL ON AGING

This has been another year full of changes for the Council On Aging. Marie George had been serving as an alternate and had just become a permanent board member when she unexpectedly passed away in March. Marion Doucakis, our afternoon receptionist passed away in September, after a short illness. Her loss is still felt by many here. Barbara Arens has come on board as the new afternoon receptionist. Peg Heneghan, our outreach worker for nine years has resigned, but will continue on a more limited basis as a volunteer. Peg will be missed by her clients as well as all of us at the center.

Volunteers

The senior center runs as smoothly as it does in very large part thanks to the almost 100 volunteers here at the center. The number of volunteer hours totals well over 13,400 and according to the United Way and Points of Light Foundation the monetary value of all of these volunteered hours is over \$207,270. But in reality the value of our volunteers is priceless, particularly when you consider that over a thousand seniors walk through the doors of the center each year to participate in activities or to just be with other people.

Monthly Meetings

The Council on Aging Board meetings are held on the second Wednesday of the month at the Senior Center at 10:00am in Room 136. The meetings are open to all with citizen participation encouraged.

Monthly Newsletter

The Senior Spotlight, a monthly informational newsletter is mailed to all persons 60 and over in the Town of Burlington. There is no charge for this subscription. The monthly newsletter serves as a very valuable link between the Council and the elderly community. The Spotlight updates news pertaining to medical and legal issues. A monthly listing of schedules and events along with a daily lunch menu is included in the newsletter. An average of 3,300 newsletters are mailed out each month.

COA Van

The Council on Aging Van provides door-to-door transportation free to seniors within the boundaries of the town for senior center programs, the Lunch program, shopping and medical appointments. The big news in 2003 was the delivery, after months of waiting, of a brand new COA van. The Board of Selectmen, at the request of the Disability Access Commission, voted to allow a donation of \$15,000 from the Handicapped Parking Fund towards the purchase of the new COA van. This action was pursuant to the Selectmen's authority under Massachusetts General Law Chapter 40, Section 22G, which allows the allocation of all revenues realized by the town from handicapped parking violations to be deposited into a separate account to be used to fund various, selected town projects. A total of 3,799 rides were provided to an estimated 200 individuals.

Meals and Minuteman Senior Services

A lunchtime "Eating Together Program" operated by Minuteman Senior Services is available Monday through Friday at the Senior Center providing a nutritious meal and an opportunity to socialize with old and new friends. A total of 4,999 meals were served at the senior center this year. Also operated by Minuteman Senior Services, the Nutrition Program provided a total of 15,051 home delivered meals to those Burlington residents who are homebound and in need, unable to prepare their own meals for whatever reason. In addition, Minuteman provides a wide range of services to Burlington residents designed to maintain individuals in their own home and communities. Services include Case Management, In-home Services, Money Management, Nursing Home Pre-screening and Companionship. A total of 1,692 Burlington residents were served by one of Minuteman's many services.

- Counselors from the Serving Health Information Needs of Elders (SHINE) program saw 266 clients during the year. SHINE is available twice a month by appointment to assist and inform elders of their rights and availability of health benefits. Nursing Home Assistance is part of this service. The SHINE Counselor is a qualified, trained volunteer sponsored by the State Department of Elder Affairs through Minuteman Senior Services.

- The outreach worker is available by appointment, which may be made by calling the COA office. Home visits are available by request. General information was provided to 150 individuals for a total of 850 "units of service". Case management and advocacy was provided to 1,008 individuals with a total of 250 "new contacts" for the outreach worker.
- Legal assistance is available monthly by appointment only. This is a free service with a knowledgeable lawyer who specializes in Elder Law who saw 35 individuals a total of 37 times.
- Fuel assistance is available at the Council on Aging Office from October through March in collaboration with the Emergency Fuel and Weatherization Program located in Lowell, Massachusetts. When the program opened for the 2003-04 season 88 senior households were taking advantage of the fuel assistance program. We assisted twenty-four additional individuals in filling out fuel assistance applications.
- Tax Assistance is available FREE from February to March. Volunteers are trained and available through the AARP Tax Assistance Program. Appointments are necessary; call the COA office to set up an appointment. The tax volunteers assisted 72 individuals.
- Senior homeowners who are eligible may apply for the Senior Property Tax Program at the COA office. The program allows qualified participants to work 100 hours and then apply their earnings toward their property tax. The state approved increasing the amount awarded to each individual from \$500 to \$750 last year, which allowed Town Meeting to also approve this increase at the May Town Meeting. Fiscal year 2003 saw 29 participants and presently for FY2004 there are 33 residents participating in the program. The Senior Property Tax Program is very popular and has a waiting list each year. There are presently 12 individuals on the waiting list.
- Informational Presentations are offered at the senior center on a wide array of subjects such as Medicare, long term care, HMO, legal issues, financial planning, housing, and health and wellness. The 2nd Annual Safety and Wellness Fair was held this fall with information from all of the above and included many town departments with important information about being safe and well for seniors and their care-

givers. Twenty-eight vendors and 100 seniors participated in this year's fair.

- Holiday parties, volunteer recognitions, summer cookouts and various fund-raisers continue to be held at the senior center, giving older residents a place to go and be engaged so they don't become isolated.

Programs available at the Senior Center

- In the Artist Workshop you pick the media of your choice. Volunteer instructors lead the class of 8 to 10 participants each week.
- Quilting, with an average of 10 participants each class is taught once a week during the fall, winter and spring. The "Crafty Chicks" continue to meet once a week for conversation and "needlework".
- Beano is offered every week on Thursdays and twice a month on Sundays. Generally between 75 and 100 people attend each gathering with an occasional 125 attendees.
- Exercise is offered in the form of square dancing, TaiChi and exercise classes. The exercise classes are taught three times a week with the assistance of Lahey Clinic. There is a low-impact class downstairs in the Murray Kelly Wing and a more intense class upstairs in the gym. An average of 50 people attend each class, an average total of 100 people each day the classes are held.
- Movies, both current and classic are offered twice a month, weekly during the hot summer months; refreshments are served during the movie. During the summer months an average of 20 to 30 people take advantage of the movies to come in out of the heat of the day.
- Day and overnight trips are available to seniors; and sign up is on the Trip Boards at the Senior Center.
- Thanks to an arrangement with the Recreation Department the COA now has a computer lab. Computer Classes are available by list; Registration may be accomplished through contact by phone or in person.
- * *The Council would like to take this opportunity to once again thank Lahey Clinic for their most generous donation for weekend senior transportation, which provides seniors with the opportunity to attend Church and Temple services as well as*

transportation to the mall for dining and shopping. We look forward to on-going community services and goodwill.



Front row (left to right): Robert Wong, Mary Patterson, Muriel O'Brien, David LeBlanc, Margery McDonald. Back row (left to right): Gordon Thompson, Mary Lindley, Jeanette Cain, Ruthann Covino. Missing from photo is Eleanor Bonfanti.

COA STAFF

Margery McDonald, Coordinator
 Francis Rais, Van Driver
 Debra Fitzpatrick, Senior Clerk
 Patricia Smith, Van Driver
 Barbara Arens, Receptionist
 Sue Trousil, Meal Site Manager

COA BOARD MEMBERS

Muriel O'Brien, Chairperson
 Mary Lindley
 Eleanor Bonfanti, Vice Chair
 Gordon Thomson
 Ruthann Covino, Treasurer
 Robert Wong
 Jeannette Cain, Secretary (alternate)
 David LeBlanc (alternate)
 Jack Gulde
 Mary Patterson (alternate)

Respectfully submitted,

Margery R. McDonald, Coordinator

TREASURER/COLLECTOR

The Town of Burlington property values increased by \$206,718,602 to a total value for all property classes of \$3,945,985,377. This was the smallest increase that the Town experienced in the last several years, but was still very encouraging considering the overall weak economic times over the past three years. The Taxes levied continued to increase from \$53,177,347 to \$56,167,969 or an increase of \$2,990,622 from fiscal year 2003.

The residential tax rate was reduced from \$8.20 per thousand to \$8.10 per thousand. The commercial industrial tax rate was increased from \$23.70 per thousand to \$24.90 per thousand. The amount the Town levied residentially went up from 35.2602% to 36.1286% of our total taxes levied. The Town has two rates it uses to allocate the taxes it assesses and collects. Below is the breakdown of taxes levied for FY 2004 for the Town of Burlington.

CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES	LEVY BY CLASS
Residential	36.1286%	2,505,182,556.00	8.10	20,291,978.70
Open Space	00.0000%	0.00		
Commercial	46.5219%	1,049,436,629.00	23.70	26,130,972.06
Industrial	10.7323%	242,097,600.00	24.90	6,028,230.24
SUBTOTAL	93.3828%	3,796,716,785.00		52,451,181.00
Personal	6.6172%	149,268,592.00	24.90	3,716,787.94
TOTAL	100.0000%	3,945,985,377.00		56,167,968.94

The Town of Burlington health insurance claims continued to maintain reasonable levels. Therefore, the Town continued to fund their health insurance premiums with Blue Cross Blue Shield on a premium basis. The projected increase for 2004 for health insurance premiums was 6.89% this year as compared to 7.25% for 2003 giving the Town two years of reasonable increases. The Town still uses a self-funding method to finance Harvard Pilgrim Health Care, which the Town was able to offer with no increase in premium rates charged for 2004 because of favorable claims. The Town's overall projected budget for FY 2005 is estimated to be 9% which takes into consideration all active and retired employees health care insurance. The Town and Unions agreed to continue the present health

insurance carriers and the same contribution levels for another year through December 2004.

On the following page is a listing of gross and net payrolls. The withholding for benefits and other payroll deductions of Town employees for the years 1999 through 2003 are included.

The Town of Burlington's Community Scholarship Foundation continued the successful fund raising by grossing \$52,000 in receipts for its ninth Annual Telethon fundraiser. The Endowment fund balance was \$1,186,794 as of 12/31/2003. We had a gain on the investment of the Endowment Fund of \$115,005 which represented a return of over 17% for 2003.

I must congratulate and thank Joan Miles who was the founder and motivating force behind making the Scholarship Foundation a dream come true. Joan has been President for fifteen years since its inception in 1988. Through her leadership, energy, and commitment, Burlington's Scholarship Foundation is one of the most successful programs in the country.

The Scholarship Foundation grew the fund to over \$1,200,000 from zero and awarded \$257,500 in scholarship assistance to 196 high school seniors and 28 adult residents for a total of 224 residents of this community. This year alone in 2003 the Foundation awarded \$72,500 in scholarship aid to 53 graduating high school seniors and six adult residents of Burlington. Over 30 members of the class of 2003 won Gibson and Behman Adopt-A-Class scholarships in the amounts of \$500, \$1,000, \$1,200, and \$1,500.

The Foundation will continue in 2004 under the leadership of Steve Preston who will become President January 6, 2004. The Foundation and the Town of Burlington will never forget the work and tremendous success we have achieved because of Joan Miles and her husband Steve. Steve was the Foundations graphic designer for all of our brochures and advertising that was done over the past fifteen years. Joan and Steve Miles are a team we will truly miss.

The Town of Burlington's financial management team proposed a new approach to funding capital improvements to its infrastructure. Recognizing an annual problem of being able to fund large capital improvements within the tax rate and knowing our bonded debt was considered low. The management team developed a long range capital-

spending program to float Bond issues every two to three years to maintain a level of spending that was affordable in our annual budget. This program was approved by Town Meeting and the Ways and Means and Capital Budget Committees. The Town will now be able to fund necessary improvements to the Town's infrastructure by maintaining a debt level that is consistent and affordable in our annual budget. The first Bond issue under this program was for \$3,165,000 voted by Town Meeting to fund various projects such as a new elevator in Pine Glen School for \$565,000, \$400,000 to replace boilers in school facilities and to refurbish the High School auditorium, \$700,000 for road reconstruction to name a few. This plan was well thought out and well received by all parties involved.

The Town of Burlington was also able to take advantage of low interest rates by refinancing previous Bonds that were issued in 1994. The Treasurer recommended to the Selectmen a \$6,005,000 general obligation refunding issue

in November 2003. The Town was able to receive a 2.50% interest rate on these Bonds that were originally 4.30 % to 5.20% and saved the Town \$403,231 over the remaining life of these Bonds. Standard and Poors which is a public rating agency for Government obligations offered a very positive credit profile report on the Town of Burlington. The report complimented the Town's diverse and growing local economic tax base and commented on above-average wealth and income indicators and rising property values. The report also noted that the Town of Burlington had a low and favorable debt position with strong financial management.

The Town continues to be fiscally conservative building strong unreserved balances of 9 million for the future. The Town is already limiting the annual spending at 2% and maintaining a conservative 4% increase in the tax levy for FY 2005. The Town's collection of taxes remains strong and our outstanding balances remain low. The Town's future looks bright but Town Meeting and the financial manage-

	1999	2000	2001	2002	2003
GROSS PAYROLL	42,612,636.31	44,766,058.70	49,584,443.74	48,609,985.84	49,490,339.72
Withholdings					
Federal Tax	5,358,366.21	5,657,195.50	6,104,709.27	5,435,539.77	5,537,236.71
State Tax	2,096,064.81	2,166,966.28	2,298,870.27	2,131,583.48	2,209,469.82
Retirement	2,813,320.52	2,991,565.77	3,921,217.31	4,097,607.16	4,171,770.58
Chap 32-B Health Insurance	913,644.38	1,069,889.86	1,267,114.06	1,463,020.93	1,436,281.13
Disability Insurance	31,905.96	31,045.64	30,049.52	46,531.63	39,389.19
Delta Dental Insurance	177,003.25	188,810.23	206,162.87	224,173.05	203,887.58
Credit Union	3,454,755.21	3,489,654.36	3,558,473.60	3,471,040.95	3,311,869.05
Tax Shelter Annuities	689,980.21	669,644.49	706,656.71	773,235.54	825,481.02
Deferred Comp Plans	1,133,419.16	1,153,135.47	1,213,516.90	1,323,437.80	1,237,024.55
Teachers' Association	142,015.30	142,768.44	156,122.70	145,334.68	181,485.76
Union Dues	106,190.87	111,172.21	112,734.39	122,918.91	121,867.60
Suspense	142,710.24	157,716.76	183,140.52	175,915.88	171,905.95
United Way	2,003.00	2,326.00	2,935.00	3,779.00	3,447.00
Life Insurance	107,900.46	104,143.70	105,161.39	108,483.39	96,035.32
FICA-Medex	290,851.38	326,945.76	386,670.32	398,996.57	426,999.24
Social Security	11,432.63	5,808.99	57.77	12.65	0.00
U.S.Savings Bonds	15,077.92	12,834.54	13,126.64	10,163.93	10,310.81
TOTAL WITHHOLDINGS	17,486,641.51	18,281,624.00	20,266,719.24	19,931,775.32	19,984,461.31
NET PAYROLL	25,125,994.80	26,484,434.70	29,317,724.50	28,678,210.52	29,505,878.41

ment team must continue to be conservative in spending to maintain our low tax rate and healthy fund balances.

STAFF: Pat Dotson, Sheila Flaherty, Debra Gochis, Jayne Hyde, Debra Keene, Paula McMahon, Loreen Perron, Lisa Runyan, Mary T. Smith, Theresa Tarpey, Phyllis Van Wart

Respectfully submitted,

Brian P. Curtin
Treasurer/Collector

ASSESSORS DEPARTMENT

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2003.

During the year the Assessors held regular meetings on the second Thursday of the month, and when needed, had meetings with taxpayers and interested citizens.

The Appraiser/Assistant Assessor, Russell Washburn, also attends monthly department head meetings chaired by Robert Mercier, Town Administrator.

The primary function of the Assessors Office is to value all real and personal property within its community. Members of the Board, as well as office staff, attended schools, classes, conferences, seminars and clerk's meetings sponsored by the Department of Revenue, Massachusetts Association of Assessing Officers and the Middlesex County Assessors Association, in an effort to maintain their proficiency in the administration of the office, and the appraisal and maintenance of real and personal property for assessment purposes.

Massachusetts law mandates a value be placed on all real property and taxable personal property. A great deal of information about property and marked characteristics is collected, recorded and analyzed. As an example, Income and Expense Statements are mailed to Commercial and Industrial building owners every year, and sales information forms are mailed to every new owner of real property each

month. Forms of List are mailed to every business owner requesting information on all taxable personal property at that location. Every building permit received in the office is reviewed and any that affects value requires a site visit.

Russell Washburn, Appraiser/Assistant Assessor, reviews and visits all the Commercial/Industrial sites. The State Department of Revenue mandates that the Assessing Department visit each house every nine years to verify property data. Although the last Data Verification Program was conducted in 1999, we have already entered into the new cycle. Patriot Properties, who had won the contract in a bid in November of 2003, and has continued the cyclical started by the data collector, John Dillon, who retired in 2002. Valuation inspections are conducted by map area (approximately 100-200 per map). A letter from the Assessors Office is mailed to each residential owner notifying the taxpayer when to expect a data collector. If access is not gained, a subsequent letter requesting an appointment is mailed. At this point in time, visits have been conducted to approximately 30% of the residential households.

Once the Board of Selectmen sets the tax rate the tax bills are mailed out. This generates a lot of activity within the office, including but not limited to, processing exemptions and abatement applications. This year we processed over 300 exemption applications. Abatement applications are subject to field review. The information gathered, along with the Assistant Assessors' recommendation, is provided to the Board of Assessors for a determination on the application. Notices are sent out to the applicants of the Board's decision. All applicants can file an appeal within three months of the date of denial, if denied by the Board.

During the first two weeks of January, 900+ Forms of List were mailed and due back in the office by March 1, 2003. Also, approximately 415 income and expense requests were mailed out to owner or lessee of property located in the town. The Income and Expense forms are due in the office sixty days after they are mailed and the Forms of List are to be in the Assessors office by March 1st.

Also at the beginning of the year, a large motor vehicle excise commitment was received from the Registry of Motor Vehicles with ten additional medium to small commitments received periodically during the year. Since many in the community receive an excise tax bill, the bills generate a flurry of varied questions that are addressed by the staff. Out of approximately 25,000+ excise bills received, over 1,129 required some sort of adjustment. As an example, if a car is sold, stolen, taken off the road or the taxpayer has moved to another community or state, the taxpayer will call, fax, or visit the office to clarify this matter.

The Registry of Deeds was able to catch up and the deeds are now about 6 weeks behind for registered land and 5 months behind in recorded land. Over 1200 building permits were pulled in the Town of Burlington and data entered building permits and approximately 101 certified abutters list were processed in the office last year. Also, a total of 215 unpaid water/sewer bills were lienied against the real estate tax bills. Each unpaid water/sewer bill must be entered into the computer so that it will appear on the real estate tax bill for that particular property.

The assessed value tax roll for the Town of Burlington contains 8,946 accounts, 8,013 real property accounts and 933 personal property accounts, with an annual total assessed value of \$4,188,116,185 for Fiscal Year 2004.

The two installed touch computer terminals for the public that provide easy access to assessment records have been a continued success. The computer software allows searches by ownership, street, and map, parcel and lot of all taxable and exempt properties in the Town of Burlington.

Burlington went on line with their new web site, www.burlington.org, where residents can look up different properties as well as their own for detailed information.

Kathleen Fazio, who was hired last January, decided to return to the private sector in November of 2003. The Board of Assessors would like to thank Ms Fazio for her year of service. The Board would thank the Administrative staff, Russell Washburn, Marcia Nonni and Maureen Nicoloro for their continuing dedication in an ever-expanding workload.

Respectively submitted,

Lisa M. Annunziata, Chairman
Michael Crocker, Vice Chairman
Paul R. Sheehan, Secretary

PLANNING BOARD



Planning Board: Front Row Seated (left to right): Member Clerk John A. DeFrancesco, Chairman Ernest E. Covino Jr., Vice Chairman Paul R. Raymond. Back Row Standing (left to right): Jane L. Hyde, Albert L. Fay Jr., Paul F. Roth, Ann M. Cummings

ORGANIZATION AND MEMBERSHIP

As the result of the Annual Town Elections in April 2003, Ann M. Cummings was elected to serve a five (5) year term, replacing former Member Peter J. Coppola who chose not to seek re-election after serving twenty (20) years on the Planning Board.



The Planning Board bids farewell to Peter Coppola.

The Planning Board's officers and committee appointments following the April 18, 2003 Board reorganization were as follows:

OFFICERS:

Ernest E. Covino, Jr., Chairman
Paul R. Raymond, Vice-Chairman
John A. DeFrancesco, Member Clerk

MEMBERS:

Albert L. Fay, Jr. Jayne L. Hyde
Paul F. Roth Ann M. Cummings

COMMITTEE MEMBERSHIP:

Ernest E. Covino, Jr. serves as the Board's representative to the Route 3A Committee and the Burlington Housing Partnership.

Paul R. Raymond serves as the Board's representative to the Land Use Committee, Recreation Commission, and B-Line Advisory Committee.

John A. DeFrancesco serves as the Board's representative to the Information Systems Advisory Committee and the Burlington Housing Partnership.

Albert L. Fay, Jr. serves as the Board's representative to the Tri-Town Growth Committee, Citizens' Advisory Committee, Sign Bylaw Committee, Bike Path Committee, North Suburban Planning Council, and Telecommunications Committee.

Jayne L. Hyde serves as the Board's representative to the Sign Bylaw Committee, Burlington Housing Partnership, Senior Housing Options Advisory Committee, Storm Water Management Committee, Telecommunications Committee, and alternate representative to the Land Use Committee.

Paul F. Roth serves as the Board's representative to the Facilities Study Committee, Route 3A Committee, and Telecommunications Committee.

Ann M. Cummings serves as the Board's representative to the Route 3A Committee, Facilities Study Committee, and School Building Study Committee.

PLANNING BOARD STAFF

D. Anthony Fields, Planning Director
Melissa M. Santucci, Assistant Planner
Cynthia J. Dunleavy, Principal Clerk
Kristen E. Hoffman, Recording Clerk / Planning Intern

Planning Director D. Anthony Fields serves as the Town's representative to the Metropolitan Area Planning Council and the North Suburban Planning Council.

ROLES AND RESPONSIBILITIES OF THE PLANNING BOARD

The Planning Board was established by a vote of Town Meeting in 1939 in accordance with Massachusetts General Laws, and the first Board was elected in 1940. The Board normally holds regularly scheduled meetings on the first and third Thursdays of each month. As required by the number of applications, the circumstances of a specific application, or the need to consider specific issues or topics, the Planning Board also holds additional special meetings.

The Board is responsible for:

1. **Long Range Planning:** The Planning Board initiates planning studies to identify existing and future land use issues and problems and proposes courses of action to address such issues and problems. To implement the recommendations of planning studies, or in response to changes in state or federal law, the Planning Board directs the preparation of proposed amendments to the Zoning Bylaw and Planning Board Rules and Regulations, and conducts the public hearings required for adoption of such amendments.
2. **Statutory Responsibilities:** By State law, the Board is responsible for the exercise of the Subdivision Control Law in Burlington and has, in the absence of superseding Court action, final authority regarding subdivisions and Approval Not Required plans (certification that a land division is not subject to subdivision control law).
3. **Responsibility Authorized by Town Meeting:** By authority delegated by Town Meeting through the Zoning Bylaw, the Board is responsible for making decisions on site plans, site plan waivers and special permits. The Planning Board also conducts public hearings and makes recommendations to Town Meeting regarding applications for changes in zoning districts and for amendments to the text of the Zoning Bylaw.

LONG RANGE PLANNING ACTIVITIES

Walkable Communities Workshop:

The Planning Department hosted a Walkable Communities Workshop on March 25, 2003. Burlington was one of only 8 communities in the Commonwealth to gain this grant opportunity, working with the Boston Metropolitan Planning Organization and the National Center for Bicycling and Walking. Participants from a wide variety of area towns joined local residents and officials in a dialogue of pedestrian issues and a site tour of the town center to identify obstacles and opportunities to improve the pedestrian experience.

Community Development Plan:

Former Governor Cellucci created technical assistance funds under Executive Order 418 for communities to create a Community Development Plan. The Planning Department is working with our regional planning agency, the Metropolitan Area Planning Council, to undertake completion of a Community Development Plan for Burlington. The Plan will examine and evaluate the interconnection of Natural Resources, Housing, Economic Development, and Transportation. This planning effort has included a Visioning Session in June, a Natural Resources Forum in September, and an Economic Development Forum in November. A Housing Forum will be held in early 2004. The Plan is scheduled to be completed prior to the end of the fiscal year in June of 2004.

North Suburban Transit Opportunities Study:

Through our participation in the North Suburban Planning Council, we have initiated the second phase of the North Suburban Transit Opportunities Study. The study examines the interplay between the MBTA bus routes, Lowell Regional Transit Authority bus routes, the Town's B-Line, the Anderson Regional Transportation Center in Woburn, and the local bus services in Lexington and Bedford. The goal of the study is to recommend expansions and enhancements to the public transit system to reduce the number of independent automobile drivers on our local roads.

MetroFuture:

The Metropolitan Area Planning Council is working on an update to Metroplan 2000, which is the regional Master Plan that was developed in the late 1980's. Early drafts of Metroplan 2000 had included recommendations that Burlington officials disagreed with. The new regional master plan will be called MetroFuture. In order to obtain broader public input, and avoid similar disagreements with this new planning effort, a variety of public outreach initiatives are being used to identify a common vision prior to establishing goals and objectives for MetroFuture. To assist in this process, MAPC was invited to participate at Burlington Truck Day in September, providing a nontraditional format to seek out public input on a variety of land use and quality of life issues. A traditional subregional visioning forum was also held in November, hosted by Mayor Curran and the City of Woburn.

PLANNING OVERSIGHT

In 2003, there were 78 applications and requests related to land development that required a formal decision by the Planning Board. Two PDD rezoning proposals dominated the Board's agenda in 2003, with a proposal to convert the Knights of Columbus property into 72 units of multi-family housing, which was defeated at Town Meeting, and a proposal to convert the 70 acre Burlington Sand and Gravel property into 425 units of multifamily and senior housing, which will be debated at the January 2004 Town Meeting.



Photo by Mark Gerbrands.

Demolition of the former Loehman's store at Middlesex Commons will make room for an Old Navy clothing store and a Bugaboo Creek Restaurant.

Other projects included expansion of Filene's and Jimmy's Restaurant at the Burlington Mall, expansion of the Middlesex Commons with an Old Navy clothing store and a Bugaboo Creek restaurant, and expansions of the Hess Gas station and the Fuccione gas station. A proposal to convert the former C.N. Wood site into an automobile dealership was initiated in 2003 and will continue into 2004. An assisted living facility proposed for the site between 20 Burlington Mall Road and TRW Park was submitted for consideration in late December and will be under review in 2004.

Town of Burlington

Photo by Mark Gerbrands.



Demolition of the former Filene's Basement and adjoining stores commenced in the spring, to be replaced by a Shaw's Supermarket.

Photo by Mark Gerbrands.



Preparation for the new Shaw's Supermarket includes new islands, turning lanes, and signals at the intersection of Cambridge Street and Winn Street.

Photo by Mark Gerbrands.



The new Shaw's Supermarket under construction. The store opened in December 2003.

Previously approved projects under construction oversight included Shaw's and the Café Escadrille. Shaw's opening in the Town Center slightly missed its original target opening date for November, but features incorporated into the site redevelopment are hoped to be a catalyst and example for future renovation in the Town Center. Residential facilities under construction in 2003 include the 16 unit Winnview Heights on Richardson Road, a 20 unit expansion at the Westgate Apartments off Pearl Street, and the 180 unit Heritage at Stoneridge, a component of the land swap.

Photo by Mark Gerbrands.



Initial clearing for the future Heritage at Stoneridge, a component of the "Land Swap" consisting of 144 luxury apartments and 36 senior affordable apartments, to be located off of Wall Street.

The Planning Board also assisted the Board of Appeals with two reviews of revised concepts for the Kimball Woods 250 unit comprehensive permit. Approval of construction plans for this project has resulted in Burlington achieving an affordable housing ratio of just over 10%, the threshold established by the Commonwealth of Massachusetts as the percentage needed to be immune from future comprehensive permit applications. The Planning Board and the Burlington Housing Partnership continue to pursue credit for additional affordable housing initiatives achieved outside of the comprehensive permit process, to sustain the 10% threshold through Burlington's build-out.

In May of 2003, Lahey Clinic announced presented a preliminary concept for a substantial expansion of the hospital campus to Town officials. Additional informal discussion with the Planning Board occurred in November. State approval for the expansion was granted in December, and the local permitting will be pursued in 2004.

DEVELOPMENT APPLICATIONS

Development activity under the jurisdiction of the Planning Board falls into three categories: subdivisions, site plans, and special permits. The Subdivision Control Law is the statutory authority that gives the Planning Board jurisdiction over the creation of new lots and construction of new streets. Site Plan review and Special Permit granting authority are derived from Town Meeting through the Burlington Zoning Bylaw.

UNDER SUBDIVISION CONTROL LAW:

The review of proposals to create new lots or construct new streets under the Subdivision Control Law may fall under one of three categories.

Approval Not Required Plans (ANR's)

The ANR procedure may be used to create new lots if the proposed lots have the minimum required frontage on a public way, or to convey land area to an adjacent lot. By State Law, these divisions of land are not regulated under the full requirements of the Subdivision Control Law, and the Planning Board has no authority to review and approve them as definitive subdivisions. If the plan proposes lots with the minimum required frontage and legitimate access, the Planning Board must endorse the plan to acknowledge that it is not subject to the full requirements of the subdivision control law. There were nine "Approval Not Required" (ANR) plans filed with the Board in 2003, of which seven were approved and two remain pending into 2004.

Preliminary Subdivisions

A preliminary subdivision plan reflects the potential division of land into two or more lots, and is required for all non-residential subdivisions. It is recommended, but optional, for residential subdivisions. The preliminary subdivision plan allows the Planning Board and the Board of Health to review and have input on a conceptual proposal with respect to lot configuration, road layout, utilities, and drainage. No preliminary subdivision plans were filed with the Board in 2003.

Photo by: D. Anthony Fields

Photo by: D. Anthony Fields

Earthwork and Foundation construction at Winnview Heights.

The Burlington Housing Partnership tours Winnview Heights where they will be overseeing four affordable housing units within the complex.

Definitive Subdivisions

A definitive subdivision plan is a division of land into two or more lots and details specifically how a new subdivision road will be laid out, the final lot configuration, and the location and dimensions of utilities such as water, sewer, and drainage facilities. The Planning Board must review the submitted plan for conformance with the Board's adopted Subdivision Rules and Regulations and the Board of Health's recommendations. The Planning Board must approve the plan unless it does not conform with its adopted regulations or with the regulations of the Board of Health. Three definitive subdivision plans were filed in 2003, one of which was approved and two remain under review by the Board. The status of the subdivision plans reviewed in 2003 is as follows:

Residentially Zoned Land - Approved Definitive Subdivisions:

- 106 Muller Road— 1 Lot – Albert Koch, Jr.

Residentially Zoned Land – Pending Definitive Subdivisions:

- Redmond Road Extension – 1 Lot – Walter Benedict
- Kelly Farm Estates – Muller Road – 10 Lots – Catherine Kelly

The following application pending from 2002 was approved in 2003:

Residentially Zoned Land - Approved Definitive Subdivisions:

- Brookside Lane Extension – 6 Lots – Bedford Builders



Photo by: D. Anthony Fields

Brookside Lane Extension – cul-de-sac construction. Photo by Mark Gerbrands

Engineering Changes to an Approved Subdivision

A property owner may wish to make a minor change to an approved subdivision. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include curb cut alignment, utility placement adjustments, and minor drainage improvements. The Planning Board received one request for an engineering change in 2003 which was subsequently approved.

UNDER THE ZONING BYLAW:

The Zoning Bylaw requires that the development, redevelopment, or improvement of all commercial, multi-unit residential and municipal services projects may only be constructed in accordance with an approved site plan. The Planning Board reviews such proposals to ensure that the development of a site is conducted in accordance with the Zoning Bylaw and will not result in problems with respect to Town utilities, or create adverse impacts on adjacent property. The Planning Board's Site Plan Rules and Regulations have established four levels of review depending on the scope of activity proposed and previous decisions of the Planning Board affecting the subject property. The four levels of review are Site Plan, Site Plan Waiver, Minor Engineering Change, and Insignificant Change. The Zoning Bylaw also designates the Planning Board as the Special Permit Granting Authority.

Site Plans

A formal Site Plan review is required for projects involving new construction or substantial additions or alterations to an existing facility, and may be imposed where an alteration is proposed for existing facilities that predate the establishment of the site plan review process. The application process requires a public hearing and a multi-departmental review of the proposal. Thirteen site plan applications were filed in 2003. Five of the applications were approved, two were withdrawn, and six remain pending into 2004. Three pending applications from 2002 were approved in 2003. A discussion of some of the major projects is provided earlier in this report.

Site Plan Waivers

For property where a site plan has been previously approved, or for a relatively minor change to a property where there is no approved site plan, a property owner may receive permission to make changes to the development on that property by applying for a site plan waiver. A waiver of the site plan requirement may also be considered for existing properties which need to implement handicapped accessibility improvements when no approved site plan is on file. The Planning Board received ten requests for site plan waivers in 2003. Nine of the requests were approved and one was withdrawn. One application pending from 2002 was approved in 2003.

Minor Engineering Changes

A property owner may wish to make a minor change to an approved site plan. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include parking space alignment, handicapped access adjustments, and minor drainage improvements. The Planning Board received thirteen requests for minor engineering changes in 2003. Twelve of these applications were approved and one was withdrawn. One pending application from 2002 was approved in 2003.

Insignificant Changes

Insignificant changes to an approved plan constitute the most minor site changes made in accordance with site plan review. This type of change may include a minor adjustment of parking space alignment necessitated by on-site conditions, changes in exterior doorways, minor handicapped accessibility improvements, or changes in building footprint which do not increase the gross floor area of the building. The Planning Board received eleven requests for insignificant changes in 2003. All eleven of the applications were approved. One application pending from 2002 was approved in 2003.

Special Permits

The purpose of a special permit is to control uses which may be appropriate, depending on the location and the manner in which the use is developed and operated. Special permits are generally for uses specified in the Zoning Bylaw which require the highest degree of scrutiny by the Planning Board. The Planning Board reviews each proposed special permit and determines if the use should be allowed and what conditions should be required. The Town of Burlington requires special permits for three types of use:

- certain land uses determined to require conditional review for development throughout the town.
- certain land uses and site development, such as discharge of storm water into a wetlands, which have the potential to adversely affect wetlands.
- certain uses and site development which have the potential to adversely affect the aquifer and water resource districts.

Restaurants, fast-order food establishments, hazardous materials use and storage, fuel storage, automotive uses, and communication antennas are common examples of uses that require a special permit in Burlington.

Fourteen special permit applications were filed in 2003, of which seven were issued, one was denied, and five remain pending into 2003. Of the two applications pending from 2002, both were issued.

REZONINGS AND TEXT AMENDMENTS

Two rezoning petitions were reviewed in 2003. One was a proposal to rezone the Knights of Columbus property on Lexington Street from General Business (BG) District to Planned Development (PD) District. This petition received a favorable recommendation from the Planning Board, but was defeated at Town Meeting. The second petition proposes to rezone the Burlington Sand and Gravel property on Wheeler Road from One Family Dwelling (RO) District to Planned Development (PD) District. This petition has received a favorable recommendation from the Planning Board, but has not yet been considered by Town Meeting.

Two Zoning Bylaw text amendments were reviewed in 2003. One involved amending the Planned Development District restrictions for time limits to initiate a special permit, for projects being implemented by the Town. This amendment received a favorable recommendation from the Planning Board and was passed by Town Meeting. The second amendment proposed to establish certain restrictions on political signs in the One Family Dwelling (RO) District. This amendment received an unfavorable recommendation from the Planning Board, and failed at Town Meeting.

APPLICATION FEES

The Town collects fees for applications made to the Planning Board for subdivisions, site plans, site plan waivers, special permits, and planned development district rezoning applications. Subdivision inspection fees are also required. Fees collected are directed to the general revenue fund of the Town. In 2003, the following fees were collected:

Subdivisions	\$ 1,890.00
Engineering Changes	\$ 0.00
Approval Not Required	\$ 1,050.00
Special Permits	\$ 13,250.00
Site Plans	\$ 14,100.00
Site Plan Waivers	\$ 3,200.00
Minor Engineering Changes	\$ 3,850.00
Insignificant Changes	\$ 1,100.00
Rezoning	\$ 10,000.00
Miscellaneous	\$ 660.00
TOTAL FEES COLLECTED	\$ 49,100.00

In Memoriam:

Douglas P. Forbes passed away in November of this year. Mr. Forbes served one term on the Planning Board from 1956 to 1961. Other municipal service included the Finance Committee, the Industrial Development Commission, and the Town Republican Committee. Mr. Forbes was also a local surveyor and civil engineer involved in the design of many subdivisions in Burlington. The Board extends its appreciation for his service and commitment to the Town of Burlington.

Respectfully submitted,

Ernest E. Covino, Jr., Chairman
 Paul R. Raymond, Vice-Chairman
 John A. DeFrancesco, Member Clerk
 Albert L. Fay, Jr., Member
 Jayne L. Hyde, Member
 Paul F. Roth, Member
 Ann M. Cummings, Member

RECREATION DEPARTMENT



Burlington's annual Truck Day on the Town Common is enjoyed by children of all ages.

For many years, the Recreation Department's primary goal has been to provide high quality recreation programs, facilities, and services for Burlington residents of all ages and abilities.

In 2003 we expanded that goal to include:

- Adding more balance to life
- Meeting new friends
- Developing creativity
- Building strong bodies
- Teaching life skills
- Building self-esteem
- Reducing stress
- Providing safe places to play
- Helping people to be happier

Much of the Recreation Department's work over the past year was guided by this expanded view of the role of parks and recreation in the community. The following are the Recreation Department's major accomplishments during 2003:

- A new wading pool was constructed at Simonds Park.
- An exciting, new pre-school program, Discovery Time, was added for 4 and 5 year olds.
- A new Recreation Department web site was developed.
- A new playground was constructed at Overlook Park.
- Improvement projects were completed at Marvin Field, Rotary Field, and Veterans Park.



The new wading pool at Simonds Park

- More than 50 new programs were added during the year, including music, dance, fitness, art, personal development, science, bicycling, crafts, cooking, boating, reading, sculpture, sports, self-defense, meditation, weight loss, and high school ski trips.
- A new baseball field was constructed at TRW Park.
- Tentative agreement was reached with the City of Boston for use of the Boston-owned Cummings Estate for recreational purposes.
- Building renovations were completed at the Players' building at Overlook Park and the Visco Building at Simonds Park.

- Fences, bleachers, and backstops were repaired or replaced in several parks and playgrounds as part of the Recreation Commission's new park improvement program.
- The Recreation Department's staff screening and training program was improved.
- Facility supervision was expanded during 2003, particularly at the Simonds Park wading pool and at the Recreation Center.
- The basketball court at Wildmere Playground was renovated, and the street hockey court at Simonds Park was improved.
- The Recreation Department conducted a study of athletic field use to determine if the town has enough fields to serve the needs of the community and to find out if fields are being over-used. Results of the study indicate that additional athletic fields are needed for current and future sports programs and that many of our fields suffer damage from over-use. The Recreation Commission will attempt to develop additional athletic fields, especially for youth sports programs, and adopt new policies for field scheduling.
- Summer program enrollment in 2003 was the highest in the history of the Recreation Department, and more than 500 girls and boys participated in the Recreation Department's youth basketball leagues last winter.



Burlington's new skate park at Simonds Park

Research has shown that strong, active recreation departments help to build social capital in communities and contribute greatly to improving the quality of life for individuals. We believe that Burlington's Recreation Department contributed to the improvement of community well-being during 2003. Our ability to respond to the recreational needs and wishes of our citizens was largely the result of the commitment and dedication of the Recreation Commission and Recreation Department staff and the support and generosity of local businesses, organizations, and individuals. We wish to recognize the following people, groups, and businesses for contributing to the Recreation Department's successes in 2003:

- John Vanella, the School Committee's representative on the Recreation Commission for more than 20 years, retired from the Commission in 2003.
- Maintenance Foreman, Rich Cote, and Maintenance Craftsman, Bill Hayes, were out on disability for extended periods recovering from surgery. Both were missed very much.
- Matt Carr, director of Wilderness Adventure, Red Devil Challenge, and Track and Field received the Recreation Commission's Exemplary Service Award.
- Volunteer, Pat Martorano, was extremely helpful in planning Burlington Pride Day and assisting with other Recreation Department projects.
- Rob Newton received a letter of commendation for his outstanding work as director of the Recreation Department's tennis programs.

- The Marshall Simonds Trust donated \$40,000 for the wading pool project at Simonds Park.
- The Outback Steakhouse received a Special Citation Award from the Massachusetts Recreation and Park Association for outstanding service to the Burlington Recreation Department.
- The family of John E. Ward donated a picnic shelter, which was installed at Simonds Park.
- Sun Microsystems employees volunteered their time to help beautify Burlington's parks.
- RCN donated funds for stocking trout at the Mill Pond Reservoir.
- Decathlon Sports sponsored the skatepark/wading pool grand opening.
- Cognos Corporation donated a drinking fountain, which was installed at Rahanis Park.
- The Woburn Boys and Girls Club opened its doors to Burlington Youth Center participants as part of an interagency collaborative arrangement.

In 2003 the Recreation Department broadened its vision and expanded its mission to include the benefits of parks and recreation. In the coming year, we will attempt to show that "the benefits of parks and recreation are endless".

Respectfully submitted,

Don Roberts, Director of Recreation
Doug Gillingham, Director of Maintenance

For the Recreation Commission:

Kevin Sullivan, Chairman
Jack Ferren, Vice Chairman
Karen Hoyt
Christine Monaco
Paul Raymond



The Recreation Department's annual Turkey Hunt provides family fun.

BOARD OF HEALTH



Board of Health: (left to right): Dr. Ed Weiner, Dr. Cathy Read, Chairman Ed Wall and Jim Dion (Terry McSweeney missing from photo.)

HEALTH AGENT/SANITARIAN

I hereby submit my annual report as Board of Health Agent/Sanitarian for the year 2003.

INSPECTIONS

Food Establishments.....	505
Housing.....	25
Public Swimming Pools.....	30
Ground Water Testing/Soil Evaluations (perc testing)....	4
Septic Systems, Drainage.....	7
New Construction/Occupancy Permits.....	163
New Commercial Construction.....	3
Animal/Kennels.....	2
Tanning Salons.....	8
Nuisances, Illegal Dumping, Investigations.....	10
Recreation Camps.....	2
Massage Therapy.....	13
Biotech Laboratories.....	2
Lead Paint Determination.....	1

COMPLAINTS

Food Service.....	27
Housing.....	45
Miscellaneous.....	105

PLAN REVIEW

Restaurant Plan Reviews, Site Plan Review, Minor.....	252
Engineering Changes, Special Permits, Storm Water Pollution Prevention Plans	

OTHER REVIEWS

Lead Paint Results.....	3
Insurance Damage Claims.....	15

The role of the Health Agent/Sanitarian is varied and extremely interesting. It is the Agent's responsibility to license plus enforce state/local laws and regulations in regards to sewage disposal, solid waste disposal, noise control, air quality, environmental health impact assessment, childhood lead poisoning prevention, housing/sanitary conditions, food protection, inspection of public areas, rodent control, kennels, nuisances, schools, recreational camps, massage therapists, tanning salons, biotech laboratories and public swimming pools.

Interaction with other departments such as Building, Plumbing, Fire, Police, Animal Control, Engineering, Public Works, Water Department and the School Department is crucial. Days and evenings are also filled with meetings with contractors, restaurant owners, facility managers and architects to review plans for renovation and construction of food establishments along with plan review for subdivisions, site plans, special permits, sewage/drainage permits, septic systems and plumbing code variances reviews along with the final inspection on new construction and remodeling.

The yearly rabies clinic was very successful this year. Dr. Mian of Merrimac Animal Hospital of Lowell volunteered to accommodate the Town holding a rabies clinic at the DPW Garage on Meadow Road. 145 dogs and cats were vaccinated.

New issues for the Board of Health are planning for emergency planning and beaver dam control.

The Health Agent, Public Health Nurse and the Environmental Engineer are working together as a team with the state agency and other communities to address any concerns and to begin preparing for emergency planning of all types.

The Board of Health is authorized under Massachusetts General Laws to issue emergency beaver dam control permits to immediately alleviate a threat to human health and safety. This year (5) five permits were issued to prevent flooding.

Our Department also responds to dead bird calls. Birds are sent to the State Laboratory for monitoring purposes if they meet the criteria issued by the State. In previous years the State requested all dead birds to be sent in. This year after the first few birds tested positive for West Nile Virus in an area, testing was discontinued. All (3) three birds sent to the State Laboratory were positive for West Nile Virus. If the bird has been injured or dead for any length of time testing for West Nile Virus is not possible. This testing is to measure the amount of birds in your area that have contacted the West Nile Virus. The measurement does not necessarily indicate mosquitos in your area that are active with the virus, just that during the birds travels they were in contact with a mosquito with West Nile Virus.

The Tobacco Control Program was dissolved by the state last year. Although the program no longer exists, the smoking laws are enforced under the food code during the regular food inspections.

I wish to extend my thanks to the members of the Board of Health and all the Town Departments for their continual support during my first year.

Respectfully submitted,

Karen L. Springer, R.E.H.S./R.S.
Health Agent/Sanitarian

ENVIRONMENTAL ENGINEER'S REPORT

An important duty of the Environmental Engineer is to administer and enforce the "Control of Toxic and Hazardous Materials" bylaw. This bylaw requires local businesses to register their hazardous materials annually with the Board of Health. During 2003, 103 facilities registered their chemical inventories with the Town. Of these facilities, 11 were found to maintain toxic or hazardous materials in excess of the minimum reporting requirements established by the federal Emergency Planning and Community Right to Know Act and were consequently identified as SARA Title III facilities. As part of these duties, I have also completed 120 compliance inspections in order to verify chemical inventories and to review on site storage and handling practices.

Additional related activities have included monitoring the assessment and remediation of local contamination sites. These efforts have involved the review of 386 environmental reports as well as numerous consultations with state and federal agencies and private consultants. I also responded to 8 incidents involving the release or discovery of hazardous materials.

During 2003, I reviewed 248 site plans, special permits, minor engineering changes, and storm water pollution prevention plans. The purpose of these reviews is to evaluate the proposals for environmental impact, to promote aquifer protection, and to ensure the proper storage of hazardous materials.

In 2003, the Board of Health sponsored two successful Household Hazardous Waste Collections. A total of 889 households participated in these events. As part of this effort, the Board of Health also offers programs to assist municipal departments and local small businesses with the safe and proper disposal of their hazardous waste. The Board of Health also offers a Universal Waste Recycling Program to assist local businesses with the safe and proper disposal of fluorescent light, electronic ballasts, computer equipment, and batteries. This effort has helped to reduce the amount of toxic mercury and heavy metals entering the local solid waste stream. In conjunction with this effort, the Board of Health continued to offer a mercury thermometer exchange where mercury thermometers can be redeemed for a free a non-mercury replacement.

In response to numerous requests, I have also enclosed a brief summary of the local commercial sites where chemical releases have occurred. This summary includes the name and location of the site, whether the site is located in the aquifer and water resource districts, contaminant(s) of concern, and a general description of where the site is in the evaluation and remediation process. All descriptions are of a general nature, please contact the Board of Health for more technical information.

Burlington Environmental Sites:

1. Jerguson Gage & Valve, 15 Adams Street, located in aquifer district. Chlorinated solvents are the main contaminants of concern. Soil remediation completed. Groundwater remediation underway.

2. Property, 25 Adams Street, located in aquifer district. Impacted by petroleum contamination believed to have originated from a neighboring property. Groundwater contamination present. Additional assessment and possible remediation needed.
3. Mobil Station, 173 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Gasoline contamination in soil and groundwater. Soil and groundwater remediation underway.
4. Texaco Station, 161 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Gasoline contamination in soil and groundwater. Soil and groundwater remediation underway.
5. Dobbins Auto Repair, 177 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Gasoline and chlorinated solvent contamination in groundwater. Additional assessment and possible remediation needed.
6. RCA/Lockheed Martin, 183 Bedford Street, partially located within water resource district. Groundwater contaminants located outside Burlington protection districts. Contaminants located within Zone II for Bedford Well No. 3. Chlorinated solvents present in groundwater. Soil and sediment remediation have been completed. Natural attenuation and long-term monitoring proposed for groundwater contaminants.
7. Intersection Network Drive and Bedford Street, located outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Petroleum and chlorinated solvent contamination present in groundwater. Additional assessment needed.
8. 175 Bedford Street, leaking underground storage tank. Located outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Petroleum contamination remediated.
9. Bellofram, 30 Blanchard Road, located within water resource district. Chlorinated solvents present in groundwater. Soil remediation completed. Groundwater remediation in progress.
10. DataCon, 60 Blanchard Road, located within water resource district. Chlorinated solvents present in groundwater. This site has been impacted by a release at a neighboring site. Additional assessment and remediation required.
11. Tech Weld Corporation, 70 Blanchard Road, located in aquifer district. Chlorinated solvents present in groundwater. Additional assessment and remediation required.
12. Varian, 78 Blanchard Road, located in aquifer district. Chlorinated solvents present in groundwater. Additional assessment and possible remediation needed.
13. Herb Chambers Honda, 33 Cambridge Street, outside protection district. Leaking underground storage tank removed from this location. Remediation completed.
14. State Equipment, 62 Cambridge Street, outside protection district. Located in recharge area for Woburn public wellfield. Petroleum release. Additional assessment and possible remediation needed.
15. Burlington Centre property, 100 Cambridge Street, located in water resource district. Petroleum release. Remediation completed.
16. Polystructures, 101 Cambridge Street, partially located in water resource district. Petroleum release. Remediation completed.
17. Citgo Station, 108 Cambridge Street, located in water resource district. Gasoline contamination detected in groundwater. Additional assessment and remediation required.
18. Hess (Mobil) Station, 110 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Groundwater remediation nearing completion.
19. RJ Kelly, 116 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Additional site assessment and remediation required.
20. Exxon Station, 118 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Additional site assessment and remediation required.
21. 138 Cambridge Street, located in water resource district. Petroleum products detected in groundwater. Additional assessment required.
22. Shell Station, 140 Cambridge Street, located in water resource district. Gasoline release. Assessment continuing.
23. Exxon Station, 181 Cambridge Street, located in water resource district. Gasoline release. Additional remediation required.
24. Shell Station, 198 Cambridge Street, partially located in water resource district. Gasoline release. Assessment continuing.

25. Property, 7 Cypress Drive, located in aquifer district. Impacted by petroleum release occurring at a neighboring site. Additional assessment needed.
26. Middlesex Courier, 5 Cypress Drive, located in aquifer district. Leaking underground storage tank released gasoline. Additional assessment and remediation needed.
27. Atlantic Industrial, 11 Cypress Drive, located in aquifer district. Petroleum contamination detected in soil. Remedial efforts completed.
28. Property, 16 Garfield Circle, located in aquifer district. Petroleum release originating from a leaking underground storage tank. Remedial efforts have been completed.
29. Burlington Highway Garage, Meadow Road, located in aquifer district. Petroleum release originating from leaking underground storage tanks. Site assessment activities in progress.
30. Wang Labs, 20 South Avenue, located in aquifer district. Petroleum release. Remedial efforts have been completed.
31. 20 South Avenue, General Cinema, located in aquifer district. Chlorinated solvents detected in groundwater. Additional assessment required.
32. Former TRW facility, 1 Kimball Avenue, located in water resource district. Chlorinated solvents detected in groundwater. Site evaluation continuing.
33. Property, 43 Middlesex Turnpike, located in aquifer district. Chlorinated solvents detected in groundwater. Heavy metals have been detected in the soils. Additional assessment required.
34. Property, 44 Middlesex Turnpike, located in aquifer district. Chlorinated solvents detected in groundwater. Site closure completed.
35. Ned's Towing, 49 Middlesex Turnpike, located in aquifer district. Gasoline release originating from leaking underground storage tanks. Additional assessment and possibly remediation required.
36. Amoco (Mobil) Station, 50 Middlesex Turnpike, located in aquifer district. Gasoline release. Additional assessment and remediation required.
37. Strato Reprographics, 62 Middlesex Turnpike, aquifer district. Petroleum and metals contamination. Remedial efforts completed.
38. Hertz, 68 Middlesex Turnpike, located in aquifer district. Petroleum release. Additional site assessment and possibly remediation needed.
39. Burlington Dodge, 90 Middlesex Turnpike, located in aquifer district. Gasoline release from leaking underground storage tank. This site has also been impacted by chlorinated solvents originating from a neighboring site. The chlorinated solvents issue needs to be addressed by the neighboring site owner. A second gasoline release has also been detected at this location which requires additional assessment and remediation.
40. Semicon, 10 North Avenue, located in water resource district. Chlorinated solvent detected in groundwater. Groundwater remediation is underway.
41. Property, 3 Old Concord Road, located in aquifer district. Petroleum release originating from a leaking underground storage tank. Remedial effort completed.
42. Property, 80R Cambridge Street, outside protection district. Petroleum release originating from a leaking underground storage tank. Remedial effort completed.
43. M/A Com, 63 South Avenue, located in aquifer district. Chlorinated solvents detected in groundwater. Groundwater remediation in progress.
44. Nike Missile site, 145 South Bedford Street, outside protection district. Petroleum release originating from leaking underground storage tank. Remedial efforts completed.
45. High Voltage Engineering, 101 South Bedford Street, partially located within water resource district. Chlorinated solvents detected in groundwater. Soil remediation completed. Groundwater remediation underway.
46. Itek Corporation, 53 Third Avenue, located in water resource district. Chlorinated solvents detected in groundwater. Additional remediation required.
47. Altotronics, 71 Third Avenue, located in water resource district. Chlorinated solvents detected in groundwater. Groundwater treatment underway.
48. Property, 1 Van de Graaff Drive, outside protection district. Chlorinated solvents detected in groundwater. Site closure has been completed.
49. Raytheon, 2 Wayside Road, outside protection district. Site located in recharge area for Woburn water supply. Petroleum release, and limited chlorinated solvent contamination. Additional remediation required.

50. Former M/A Com facility, 52 Second Avenue, the site is located in the water resource district. Chlorinated solvents detected in soil and ground water. Additional assessment and remediation required.
51. US Windpower, 200 Wheeler Road, located in water resource district. Chlorinated solvents detected in groundwater. Soil remediation has been implemented. Groundwater remediation has been initiated at this location.
52. Vine Brook and tributaries, near Great Meadow Road and Middlesex Turnpike. Chlorinated solvents detected in surface water. Additional assessment and possibly remediation or corrective measures required.

Please note that additional sites have been impacted by the migration of contaminants from these locations. This is especially true for sites located within the aquifer and water resource district where the operation of the public wellfield has caused contaminants to be drawn toward the wells. Anyone interested in learning more about environmental issues affecting Burlington is invited to contact me at 270-1956 or via e-mail at 'tdresser@burlmass.org'.

Respectfully submitted,

Todd H. Dresser
Environmental Engineer

REPORT OF THE EAST MIDDLESEX MOSQUITO CONTROL PROJECT

The East Middlesex Mosquito Control Project conducts a program in Burlington consisting of mosquito and West Nile Virus surveillance, larval and adult mosquito control, ditch maintenance and public education.

The risk of mosquito borne transmission of West Nile Virus continues to be a local health concern. In 2003 there were 15 residents from Massachusetts that contracted West Nile Virus. The Project participated in the State's **Surveillance and Response Plan to Reduce the Risk of West Nile Virus Transmission and Human Encephalitis**. Frequent rains produced moderate mosquito activity during the summer with peak populations occurring in late August.

The adult mosquito/ West Nile Virus surveillance program used traps to collect mosquitoes from as many as 5 Burlington locations per night. Between June and September, information was used from 30 mosquito trap collections from 9 different nights. Selected trap collec-

tions during the late summer and fall were tested for WNV by the Massachusetts Department of Public Health.

The larval mosquito control program relies on the larvicides *Bacillus thuringiensis* var. *israelensis* (Bti), *Bacillus sphaericus*, and methoprene. The EPA classifies the larvicides as relatively non-toxic. An April helicopter application of Bti controlled mosquito larvae at 120 wetland acres. Field crews using portable sprayers made 96 site visits and applied Bti in the spring and the summer to 51 wetland acres when high densities of mosquito larvae were found breeding in stagnant water. Between June and August, Project personnel applied Altosid Briquets (methoprene) and *Bacillus sphaericus* to control *Culex* mosquito larvae at a total of 5,574 roadside catchbasins.

The adult mosquito control program used truck mounted aerosol sprayers at night to treat 3,471 acres when survey traps indicated high populations of mosquitoes. The Project used a formulation of resmethrin to control adult mosquitoes. Advance notification of the spray program was done through newspaper notices in the Daily Times Chronicle, notices on the Project's web site and via a recorded telephone message at 781- 893-5759.

The Project maintains waterways as a preventative mosquito control service that reduces the buildup of stagnant water in wetlands caused by obstructions in waterways. A crew using hand tools maintained 985 feet of a waterway by Holden Road and Marjorie Road.

The Project's public education program is designed to develop awareness within the public and the private sectors as to their roles in mosquito control. The Project serves as a resource to residents, schools, municipal officials and the local media on controlling mosquitoes, breeding sites and mosquito borne diseases. A web page provides residents with information on mosquitoes, Project control programs and related topics. The website address is www.town.sudbury.ma.us/services/health/emmcpc.

Respectfully submitted,

David M. Henley, Superintendent

PUBLIC HEALTH NURSE

I hereby submit my report as Public Health Nurse for the year ending December 31, 2003.

Board of Health nursing office hours are Monday – Friday from 8:30 AM to 4:30 PM. Appointments may be scheduled during these hours. Walk-In Clinics (no appointment required) are held every Tuesday morning from 9:00 AM to 12:00 PM and the second Thursday of each month from 3:30 PM to 5:30 PM. A home visit can be arranged for any homebound Burlington resident.

A summary of programs and services follows:

In-Home Services:	363
Office Services:	
Well Elderly Clinics	291
Tuesday Morning Walk-in Clinics	2,050
Thursday Evening Walk-in Clinics	43
Communicable Disease Follow-up	390
Blood Pressure Screening	3,207
Blood Sugar Screening	81
Cholesterol Screening	34
Health/Nutrition Counseling	1,715
Immunizations –	
(Polio, MMR, DtaP, Td, HIB, Hep A, Hep B)	155
Immunizations – Flu	1,567
Immunizations – Pneumonia	16
Lead Poisoning Blood Testing	21
Mantoux Skin Testing for Tuberculosis	241
Tuberculosis Surveillance/Case Management	312
Morbidity	383
Weight Monitoring	354

Additional Programs and Services:

American Red Cross Disaster/Shelter Training
 Bioterrorism Seminar for School Nurses
 Camp Inspection (MLS)
 Council on Aging Health/Wellness Fair
 Emergency Preparedness Training
 Employee Benefits Health Fair
 Longmeadow Place – Flu/Pneumonia Vaccination
 Student Government Day

Community Free Care Health Clinic

Office Visits:	26
Physical Exams:	16
Labs:	14
Follow-up Consultations:	421

The Burlington Board of Health and Lahey Clinic continue to provide medical services at no cost to Burlington residents from the ages of 19 – 65 who either do not have health insurance, or have limited health insurance coverage. This Community Clinic is staffed by Lahey Clinic physicians and Board of Health nurses once monthly on the 2nd Thursday of each month. Early evening appointments are available.

The following services will be offered at the Free Care Clinic: routine gynecological screening; non-emergency medical treatment; and laboratory and diagnostic testing.

Public health information and an office brochure providing information on the Comprehensive Public Health Nursing Program and Services offered is available in the office or if requested, by mail.

For health information and questions on services and/or programs, please contact us in the office at 61 Center Street, Human Services Building.

Thank you to all of our dedicated volunteers who assist us throughout the year.



Dianne Aurilio-Luther, RN, administering flu shots to Burlington residents.

Respectfully submitted,

Judith E. Baggs, RN, BSN
 Public Health Nurse

PUBLIC LIBRARY

"The mission of the Burlington Public Library is to provide a safe and inviting place where residents can interact with each other; find information about their community and its offerings; learn to appreciate their culture as well as that of others; investigate a wide range of topics pertaining to their work, school and personal lives; and develop a love of reading and learning that will continue throughout their lives".

This mission statement was approved as part of the Long Range Plan that was initiated, completed and approved in 2003 to give the library direction for the next 5 years. A subcommittee was formed with representation from many areas of the community as well as the library. This committee, with consultants from Northeast Massachusetts Regional Library System, worked diligently through the summer months to determine the areas of focus for the near future. A public survey was distributed with over 300 surveys returned. These survey results reflected much the same ideas as those chosen by the committee to be addressed. The comments and suggestions reflected the needs of the public from its library. We are dedicated to filling as many of these needs as possible.

Exhibits and displays created by Library staff and by outside organizations and artists have added to the appeal of the library. Ten different local artists and craftspeople displayed their creations at the Library this year. Included were an exhibit about Grandview Farm, photographs taken by local resident, and paintings by local artists. The staff has created wonderful displays throughout the year as well. Summer reading, movies, award winning books, travel, career searching, and many other topics have been featured with great props to catch the eye.

TECHNOLOGY

Technology is a major component of a vital library in this high- tech world. The need for more computers came up repeatedly in the survey responses and is a concern that we are working to address. In 2003, a seldom-used cd-rom station in the reference department was changed into an additional word processing station. Also, a standup iPac (catalog) was added, which allowed us to create an additional internet station for the public in the reference department. The "Friends of the Burlington Public Library" purchased a new computer to replace the original word

processor and have earmarked funds for the purchase of replacement and additional internet stations.

With computers comes the need for training. Input from the staff and survey results both reflected this need. Ipac classes, internet searching classes and classes on database use will be offered to the public beginning in 2004.

More technological change can be seen on the library's webpage. Former trustee Elliot Chikofsky created the original page years ago. In March 2003, the library staff took over the responsibility for the page, which underwent dramatic change and has become a useful and appealing tool for the public. Staff members were trained at classes offered by the Merrimack Valley Library Consortium (M VLC) and have been given responsibility for specific areas. The task of keeping current all the updates and changes forwarded on by staff goes to our resident webmaster Circulation Librarian Cara Thissell. This dynamic site can be found at www.burlingtonpubliclibrary.org.

Community organizations are also benefiting from library technology. The Merrimack Valley Library Consortium, has for many years, maintained a database of nonprofit organizations. One goal of the library this year was to include Burlington organizations in the consortium-wide Community Information Database. Susanne Sullivan, who became the assistant director early in 2003, has worked very hard to contact local organizations and assist with the input of their data. A number of groups and agencies have already been entered and we expect to add a number more in 2004.

CIRCULATION

The circulation department continued to be an active spot in the library this past year. Circulation increased by more than 23,000 and holds picked up at the library increased by more than 7200 over 2002.

In the past year many changes have been made in the circulation staff. In September a new full-time position was added, addressing the continuing increase in both the outgoing and incoming interlibrary loan materials processed in an already busy department. Sarita Hegde, formerly a library technician, was hired to fill this position. Her new role frees other library staff to focus primarily on public service.

In addition to the creation of a new position other staff changes occurred. After an extended medical leave, Rosemary Turcotte left her position and was replaced by

Alyssa Johnson, formerly a page. Carol Johnson, formerly a circulation aide, was promoted to Sarita Hegde's former position. Shiouh-Lin Chang was promoted from page to library aide.

REFERENCE

The reference department answered 8,203 questions in 2003. Public internet use increased more than 10%, and word processor use increased more than 25% over last year. To accommodate the increase in usage an additional word processing computer was added for a total of two.

The reference staff worked to improve both the print and database collection, and to improve public services. Reference Librarian, Shelley Sloboder, undertook the huge task of indexing the Burlington Union beginning with the January 2003 issue. In response to the public need for career and finance information, the reference staff created listings of recommended books and web sites. These subject guides of resources are available at the reference desk and online at the Burlington Public Library web site. Additional lists will be created in the future. The magazine collection was evaluated and updated by Reference Librarian Donna Manoogian to keep it current and responsive to public need. The Burlington Public Library subscribes to over 100 titles. Self, Cure, and an online version of The Want Advertiser are the most recent additions. The reference staff regularly conduct one on one instruction in online database, catalog, and Internet searching. As part of the reference department's ongoing work, the staff selects resources on current topics of interest to the community as well as materials to support the curriculum of the Burlington Public Schools.

YOUTH SERVICES

In the spring we welcomed Hermayne Gordon of Woburn and Virginia Sheldon of Burlington to the Children's Department staff. Lee Sylvester continues to be responsible for Young Adult services.

Storytimes are a major part of the children's program. Currently the library conducts 6 different storytimes a week for children from infant to preschool age. As part of the programming offered, three different puppetry performances were written, rehearsed and performed by staff on a large stage built by Charl Maynard, Children's Librarian. A group for home-school parents has been formed and meets once a month.

In the summer the library shifted gears to the state's 2003 Summer Reading Program, Read!Think!Create!@yourlibrary. By the time the reading club came to a close, children had logged more than 3,500 hours of reading and transformed the library with paper garlands of words, phrases and sentences. Those who read for 26 hours or more were featured in a photographic display and those who read 50 hours or more had their name listed in the Burlington Union newspaper. A dedicated group of teen volunteers facilitated the summer reading program from a table in the children's area. Live animal, drama and storytelling programs were also featured during the summer, and during school vacation weeks.

The Young Adult Teen Volunteer Group met twice a month during the school year under the supervision of Lee Sylvester. In addition to producing entertaining events for younger children, such as this year's well-attended Thanksgiving program, the Young Adult group is heavily involved in implementing the children's summer reading program. The teens decide what activities they want to support, which have included book drives, a read-a-thon, and helping out in the library by donating an afternoon for team-cleaning. In spring and summer of 2003, teens sponsored a "Book Buddies" program, which matched a listening teen with an eager young reader. Events for teen, which were planned in 2003, included a young adult summer reading program that has proven to be very popular with students from 6th-12th grade. High school students held an October poetry reading in the library.

TECHNICAL SERVICES

In 2003, the Technical Services Department has seen much change in personnel. In April, Nan Wang joined us as cataloger and the department head. In October, Sarita Hegde left the department for her new position in the circulation department. In late October, Carol Johnson moved up to fill the position left vacant as a result of Sarita's move, and in November, Shiouh-lin Chang was promoted from a page position.

Besides the regular cataloging and processing of the 7651 items added to the collection, the withdrawal of over 4200 items and the mending of 734 items, many projects were completed. The department recataloged and relabeled the entire biography collection. They also assisted the reference department in the establishment of a test prep section and assisted the youth department in the establishment of a New England Collection. Both of these projects involved reclassifying and recataloging entire col-

lections of materials. The department also began the maintenance of the Community Information Database and the processing of the magazine collection.

The staff not only completes all these key tasks for the library, but they all can be found covering the public service desk as part of their daily schedule.

VOLUNTEERS

The Library's volunteer program has flourished this year thanks to Assistant Director, Susanne Sullivan, who coordinates this program. Senior citizens and young women who are 'at home' form the bulk of our very capable volunteer team. Volunteers help with some shelving tasks, typing, maintenance of displays, and computer searching of the collection. Seventy-two volunteers were invited to the annual Volunteer Appreciation Luncheon in May!

FRIENDS

"The Friends of the Burlington Public Library" continue to play an important role at our library. They ran two very successful book sales this year. An ongoing sale area is kept well stocked throughout the time between the spring and fall sales as well. With income from these sales and from membership dues, the Friends have been able to purchase a number of items for the library. A new typewriter, replacement of the word processing computer, and additional internet stations are the most visible gifts. The Friends also provide the museum passes, which were checked out a total of 968 times this year. The Friends also support the summer reading program, other children's and young adult programs, and adult programming. This year, the Friends established regular adult programming and presented 10 programs on a wide variety of topics throughout the year. The Friends evening Book Discussion Group continues to meet as well.

I would like to thank the staff for their dedication to, and the community for their support of the Burlington Public Library.

Respectfully submitted,

Lori Hodgson
Library Director

BOARD OF LIBRARY TRUSTEES

In 2003, The Board of Library Trustees welcomed two new members. Sam Martorano elected in April. Eileen Sickler was appointed in June.

Trustees reviewed and approved changes in Library policies. A long range plan written by a committee that included staff and members of the Burlington community was approved along with necessary action plans.

Trustees attended informational meetings including Ways and Means day at The State House and Library Legislative Breakfast at Nevins Memorial Library in Methuen. Workshops presented by The Northeast Massachusetts Regional Library Systems and The Massachusetts Library Association were also attended.



Board of Library Trustees: Front row (left to right): Ellen Ferguson (Chairman), Eileen Sickler, Paula Benard (Vice-Chairman) Back row (left to right): Sam Martorano, Orise Desautels, Edith Entwistle

Purchases made by the Trustees in 2003 included magazine shelving to replace the old existing shelving. Additional lighting for the reference area, a digital camera to be used along with the Library web page and carpeting in the upstairs office areas. The existing carpeting was damaged in August when heavy rain leaked in causing flooding.

The Library Trustees would like to thank the Friends of the Library for their fundraising efforts. The Friends sponsor many library programs and purchase items for the library. Yearly they purchase museum passes to be used by patrons. In 2003, The Friends sponsored a new monthly Adult Program.

Respectfully submitted,
Ellen Ferguson, Chairman

HISTORICAL COMMISSION

The Historical Commission is pleased to present the annual Report for 2003.

National Register Nomination

The goal of preservation of historic places has been reached this year with the acceptance of three sites for the nomination to the National Register of Historic Places. They are the West School, The Grandview Farm and the Center School (now the Historical Museum). The Warrant Article at the May town Meeting voted favorably on funding the National Register nomination.

Sewall Marker on Lexington Street

The bronze marker for the Sewall House has not been contracted due to cost and length of text. The placement of the marker is a goal for 2004.

Displays

1. The collection of Antique Valentines from the inventory of the Museum was displayed in the Burlington Public Library for the month of February.



Games Toys and Doll display in Museum

2. Toys, Dolls, and Games Exhibit - The new display, Toys, Dolls and Games began in August. Under the direction of Sandy Covenor, alternate commission member, the exhibit began with artifacts from the Museum inventory. Articles loaned to the museum by residents then supplemented the display.

Collections were donated for the completion of the display. The members of the Burlington Historical Society volunteered much time and effort to the project. The many children who attended the exhibit contributed to the success of the exhibit.



Boy Scouts visiting Museum display

3. The Town Hall display case in the lobby was completed with photographs of early farming in Burlington. The Crawford, Walker, Grandview and Graham farms were featured.
4. Police Department – Open house at the police station presented an opportunity to display the police department scrapbooks from the 60's and 70's that is part of the Museum inventory. An antique billy club, cuffs, and artifacts were included from the archives.
5. Lastly, The Marion Tavern at Grandview provided the Commission with an opportunity to display many artifacts from the Museum.

Grandview Farm

The preservation of the historic property has been a priority with the Commission. Toni Faria, Kathleen Horton and Norman Biggart were appointed to the Marion Tavern at Grandview Farm Restoration Committee. Advisory Committee member Hope Paulsen was also appointed.

The open house at Grandview on October 4th was a success, with 2,000 people visiting the property. The Commission participated by loaning Grandview artifacts from the Museum inventory for the day. McIntire milk bottles, posters, crates and milk cans were added to the displays, as well as maps and farm utensils. Hope Paulsen's

antique spinning wheel loaned for the day was later donated to the museum. Commission members Kathleen Horton, Toni Faria, and Advisory Committee member, Hope Paulsen, were hostesses at the open house at Grandview in costume.



Spinning Wheel in Living room of Grandview Farm

Photographs by Toni and Larry Faria

The members of the commission have been invited to attend inspections of the house and barn by the Assistant Town Administrator, Larry Rittenberg. It has allowed them to take photographs and notes on the progress. Continued interest and participation is a goal of the commission members.

Museum

The outside of the building is badly in need of repairs. The museum was originally the Center School and is now in the process of being nominated to the National Register of Historic Places.

As the inventory of the Museum increases, proper storage of the items creates a problem. Archival storage boxes have been ordered for better storage of artifacts. However the need for additional storage space continues. In February, volunteer Al Fay, Toni Faria and Joyce Fay cleaned the basement in preparation for the donation of a computer. Children continue to visit the Museum on a regular basis to view the latest displays as well as the murals and the standing displays.

Preservation of Information

Past Commission member Jim Ashworth, continues his historical research and is putting all information on CD's, one copy for the library and one for the archives.

Demolition

In April, The Commission was notified that the Skelton house on Middlesex Turnpike and Bedford Street would be sold or demolished. At a commission meeting in May it was discussed at length by the board. Because of extenuating circumstances the members agreed not to have the six month delay put into motion. Since the Commission has no resources available to buy the property, it was sold and the house was demolished. The loss of historical homes to demolition will continue if alternative methods are not taken to prevent the action. Neighboring towns are facing the same problem and steps are being taken to join forces to share information and resources.

Photographs by Toni and Larry Faria

Photographs by Toni and Larry Faria



Brenda Cahoon, Binnie Factor, Kathleen Horton and Toni Faria at open house at Marion Tavern at Grandview Farm, October 4, 2003.



Hope Paulsen at Grandview open house



Photographs by Toni and Larry Faria

Interior fireplace of demolished Skelton house, Middlesex Turnpike

Donations

1. In February, Mr. Al Verrier donated a hooked rug and frame to the Museum. In August, Mr. Gary Ruping donated three boxes of books that were in the Grandview Farm. Included were many work books of the Cora and Lizzie McIntire school teachers in the 1800's.
2. Helen Markart of Locust Grove, Virginia, donated an antique wedding dress.
3. Mr. Roger Foster donated shoe making items, shooting items, a measuring device for a powder horn, and three pages of family history. They are deposited in the archives.
4. Mrs. June Gordon provided the Commission with a photograph of the South School on Blachard Rd.
5. Hope Paulsen donated a large spinning wheel over 200 years old, a hand made hearth broom, a 'nitty notty' or yarn winder, and iron fireplace tools. They were used in the open house display at the Grandview Farm on Oct. 4, 2003.
6. A computer from Mr. Sullivan was accepted for use in the Museum.
7. Nancy McIntire of Williamstown, MA donated the McIntire milk jug and bell for the opening of the Grandview Farm and later, ten small farm and kitchen items originally from the Grandview property which included metal scoops, a pitcher, a cleaver, an iron corn bread pan, and an apple peeler and wooden fruit.



Photographs by Toni and Larry Faria

Milk can and artifacts donated by N. McIntire

Sale of Commemoratives

The sale of books, quilts, pamphlets, games, note paper etc., continue to be sold in the museum. The Museum is open when volunteers are available. Two weekends a month are planned if the coverage is available. The parking continues to be a problem. The sale of items is often done at the polls and at town activities. Once again the lack of storage space presents a problem. The Recreation Department has been most cooperative with the sale of items. The Town Clerk's office also makes available note paper for sale by the Commission.

Francis Wyman Association

The Commission continues to work with the Francis Wyman Association on many project that are of interest to both groups. The Francis Wyman Association is interested in saving the English barn that is in the larger rear barn at Grandview. Thus, they attend many of the inspections conducted by barn professionals. When the dismantling of the rear barn occurs the Francis Wyman Association plans to move it to their property on Francis Wyman Rd.



Photographs by Toni and Larry Faria

Richard Babcock, barn specialist, Jonell Kenagy, Francis Wyman Association member, Toni Faria, Historical Commission member.

The Commission receives an increasing number of inquiries about the history of Burlington. The commission members who have their telephone numbers listed for the information answer some of the questions. The 1998 - 1999 Historic Survey of Burlington has been an accurate reference source, and detailed inquiries are often referred to town archivist, Dan McCormack. The archivist also provides a web site. The Burlington Public Library, and the History Room at the library provides additional information.

Conclusion

In closing, we wish to thank the Burlington Historical Society members for their continued support. They provide manpower needed to open the Museum to the public, and to help in the creation of displays.

We thank the many town offices who help us in our endeavors. Jane Chew, the Town Clerk and her staff, Robert Mercier, Town Administrator, Larry Rittenberg, Assistant Town Administrator, and the staff of the Selectmen's office, Daniel McCormack, Archivist/Records Manager, the Recreation department staff, Doug Gillingham and his staff, and Jeff Benrimo and the custodians. With the cooperation of all the offices of the town, historic sites, such as the Burlington Historical Museum, the West School, and the Burial Ground are made presentable to the public. Lastly, the members of the Commission are thanked for their time and effort to further the goals of the Commission.

The Historical Commission endeavors to inform the public of the importance of the history of Burlington. We accomplish this by nominating the historic properties to the National Register and continuing to display the artifacts in the museum, and conducting field trips to the West School, Museum, and the cemetery.

We encourage residents to join our advisory committee and volunteer to help the efforts of the commission.

Respectfully submitted,

The Burlington Historical Commission

Norman Biggart

Joyce Fay

Toni Faria

Kathleen Horton

John DeMelo

Alternates, Sandy Covenor, Gene Rossi

Advisory Committee,

Judy Wasserman, Hope Paulsen

BEAUTIFICATION COMMITTEE

The Beautification Committee submits the following report for the year 2003.

1. We are pleased to report that many businesses along Cambridge Street, Bedford Street, Mall Road, Winn Street and Middlesex Turnpike continue to maintain attractive landscaped properties.
2. We are also pleased to report that a number of local landscapers and citizens of Burlington continue to maintain their assigned areas as follows:
 - Ron Given – Burlington Landscapers – The intersection of Center and Winn Streets.
 - Gulde Insurance – The Island on Olympian Way.
 - Chris Clark – Cut Above Landscaping – Dilorio Green at Cambridge Street and Mall Road.
 - Jerry McCarthy – Mac's Landscaping – Historical Museum at Cambridge and Bedford Streets.
 - Members of the Garden Club – Colonial Gardens adjacent to the Fire Station.

- Davis Prato – Prato Associates – Gazebo on the Common.
- Step Above Services – On the Common at the corner of Bedford and Cambridge Streets.
- Michael Runyan – Runyan Landscaping – Memorial across from the Fire Station.
- Kevin Sullivan – Edward V. Sullivan Funeral Home – On the Common at the corner of Bedford and Center Streets.

All of the above mentioned landscapers were acknowledged and thanked with appreciation by the Board of Selectmen at their December 8th meeting.

3. The flower planters placed at the entrances to the Common were maintained this year through the efforts of the Beautification Committee and the Garden Club.
4. B.B.C. members, Carol Engel and Joan Mc Sweeney purchased and then planted several artificial grass plants and a dozen geraniums along the corner of Bedford Street and Church Lane. Our goal for next year is to plant more grass plants and perennial plants come spring. This will enhance this particular spot that has been bare for quite some time.
5. At the December meeting, Elaine Zuccaro along with committee members Carol Engel and Joan Mc Sweeney presented a new brochure that is a helpful guide to be followed by the townspeople regarding plantings and memorials on the Town Common. These brochures will be available at the Selectmen's office and at the Recreation Maintenance Office.

Respectfully submitted,

Carol Engel
Ed. Hastings
George Major, Chairman
Joan Mc Sweeney, Secretary
Elaine Zuccaro

SCHOOL COMMITTEE

	Term Expires
Thomas F. Murphy, Jr., Chair 3 Lexington Street	2004
Christine M. Monaco, Vice Chair 18 Corcoran Road	2004
Stephen A. Nelson 25 Fairfax Street	2005
John L. Vanella 8 Pearson Circle	2005
Sharon Sotiros 17 Hart Street	2006
Amanda Potts Student Representative	

The regular meetings of the School Committee are held in the School Committee Room, Open Space A, Burlington High School, 123 Cambridge Street, Burlington, on the second and fourth Tuesday of each month at 7:30 p.m. If a change in meeting dates is voted, a posting on the Town bulletin board is required by law. Information is secured by calling the Superintendent's Office.



School Committee

School Committee: Front row (left to right): Christine M. Monaco, Vice Chairman; Amanda Potts, Student Representative; Sharon Sotiros. Back row (left to right): Stephen A. Nelson; Thomas F. Murphy, Jr., Chairman; John L. Vanella.

SCHOOL COMMITTEE

This past year was a busy one for the School Department and included some significant personnel changes as well as a long, drawn out process regarding the issues of facility upgrades and additions.

In the Spring Superintendent Dr. William P. Conners chose to accept an offer to become the Superintendent of a regional school district in the southeastern part of the State. Bill had been superintendent in Burlington for a number of years and did a fine job in keeping the school department on an upward curve in terms of providing a quality education to the students in Burlington. Bill is a hard-working, honorable man, and we wish him the best in his new position.

Once the School Committee was informed of Dr. Conners' resignation, the Committee unanimously agreed to offer Dr. James Picone the position as Superintendent of Schools. Jim has been the Assistant Superintendent for over 12 years, and he clearly has the expertise and experience to step in and keep Burlington moving in the right direction. Jim has an outstanding record and work ethic, and we look forward to working with him for many years to come.

After taking office one of Dr. Picone's first moves was to appoint Mr. Craig Robinson to a new position which served to consolidate the duties of Director of Buildings and Grounds with that of a Business Manager. Craig has been with the School Department for several years as the Director of Buildings and Grounds, and he quickly earned everybody's respect and confidence with his knowledge of building maintenance and the trades. With an undergraduate degree in business Craig is very qualified to handle the new position, and we are confident that he will do a fine job.

Under the guidance and leadership of Katie Spinos, Assistant Superintendent for Curriculum and Instruction, the educational performance of the school department has continued to improve, especially in the area of MCAS testing. All of our schools meet all of the State guidelines for performance and improvement, and last year Burlington High School had the highest passing rate of all schools in the Middlesex League of seniors graduating in 2003, which was the first class that had the MCAS test as a graduation requirement. We are grateful to Katie, and all of the princi-

pals and teachers for their efforts.

Also during this year the School Committee finalized collective bargaining contracts with all of its unions, including the teachers. While it was a lengthy and time consuming process all negotiations were conducted in a professional manner and the School Committee looks forward to continuing to work with the BEA, and all of our unions, to accomplish our common goal of making the best possible educational opportunities available to the students of Burlington.

At the annual Town Meeting in May, the Town Meeting members voted a School Department operating budget for Fiscal Year 2004 in the amount of \$31,328,959.00, which constituted a 4.00% increase over the previous year and was within the guidelines set by the Ways and Means Committee. The School Committee thanks the Town Meeting members and the members of the Ways and Means Committee and the Capital Budget Committee for their continued support of the school department's needs and requests.

Our technology capabilities continue to improve thanks in large part to the grant negotiated between the Town and Sun Microsystems. Mr. Arthur Fallon, the Coordinator of the Computer and Media Department, has led the effort to implement the school department's Technology Plan. The Sun grant has been an invaluable resource and the School Committee remains committed to keeping the school system technologically sound.

The town election in April resulted in Sharon Sotiros being elected to the Committee, replacing Jack Lyons who chose not to run for re-election. Jack served two terms on the School Committee and his expertise and input was invaluable. We will all miss working with Jack, but we welcome Sharon to the Committee and her experience as a classroom teacher will bring a unique and valuable perspective to the Committee.

One of the largest items on the Committee's agenda over the past year was the on-again, off-again Debt Exclusion Vote for purposes of addressing upgrades and additions to the school buildings. An initial Debt Exclusion Vote was cancelled by the School Committee after the State, at the eleventh hour, cancelled the School Building Reimbursement Program. After more meetings by the Building Oversight Committee during the summer it was decided to recommend to the School Committee that they

forego any plans to put the old Wildwood School back on line as a Kindergarten Center, and instead focus on rehabbing and adding to the two oldest buildings in the system, namely the Memorial School and the Middle School. While that plan received the necessary two-thirds vote from Town Meeting, it failed to win a majority of votes in a town-wide Debt Exclusion Vote, thus it was not funded. The School Committee remains committed to continue to attempt to accomplish necessary repairs and upgrades to our buildings, and we will continue to work to accomplish those goals.

All of the Committee members thank our employees, including teachers, instructional assistants, nurses, cafeteria workers, custodians, clerical staff and administrators, for their continued efforts in providing the residents of Burlington with a first-rate school system. We also give particular thanks to our secretary, Sharon Gilbert, for all of her assistance and we wish Nicholas Priest, the student representative to the School Committee, well in his future endeavors.

We are looking forward to an exciting and busy year in 2004, and we encourage members of the community to get involved in school-related matters and to call us if there are any questions or concerns.

Respectfully submitted,

BURLINGTON SCHOOL COMMITTEE
 Thomas F. Murphy, Jr., Chairman
 Christine M. Monaco, Vice Chairman
 Stephen A. Nelson
 Sharon Sotiros
 John L. Vanella

Superintendent of Schools

James L. Picone	B.S., Salem State College M.A., Suffolk University Ed.D., Boston College
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Assistant Superintendent for Curriculum and Instruction

Katie Spinos	B.A., Boston College M.Ed., Boston College M.S.M., Lesley College Ph.D. Candidate, Boston College
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Director of Finance and Operations

Craig Robinson	B.S., University of Vermont
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Director of Pupil Services

Dr. Cathleen Estep	B.A., Rosemont College M.Ed., Boston University C.A.E.S., Boston College Ph.D., Boston College
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Supervisor of Attendance

Monica J. Curtin	B.A., Villa Maria College M.Ed., Salem State College
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Burlington High School Administration

Linda A. Hayes Principal	B.A., University of Massachusetts M.Ed., Fitchburg State College C.A.G.S., University of Massachusetts
Robert Conceision Acting Associate Principal	B.A., Boston College M.Ed., Boston State College
Richard T. Sheehan, Jr. Associate Principal	B.A., Stonehill College M.Ed., Salem State

Marshall Simonds Middle School

Richard J. Connors Principal	B.S., Salem State College M.Ed., Boston University
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Elementary Schools

Richard J. Benowitz Principal Fox Hill School	B.S., Temple University M.Ed., Boston, University
Kathleen Burns Principal Francis Wyman School	B.S., Framingham State College M.Ed., Boston State College
Robert L. Teel Principal Memorial School	B.A., UMass/Boston M. Ed., Boston State College
Jane Graham-Dwyer Principal Pine Glen School	B.S., Salem State College M.Ed., Northeastern University

SUPERINTENDENT OF SCHOOLS

The 2003 school year began on August 27 with news that the entire Burlington High School graduating class of 2003 had successfully passed the MCAS Exam. Not only did the recent graduates score impressively on the MCAS exam, but also the 10th graders who took the exam showed a 97.3 percent passing rate. That was wonderful news to the teachers and support staff who work diligently everyday preparing students for the statewide mandatory test. Another indication of the success of Burlington High School students was the announcement that Dr. Roderick MacKinnon, class of 1974, was awarded the Nobel Peace Prize in Science.

The new school year also started with the introduction of 22 new staff who were hired to replace veteran staff members who retired. Several retirees had many years of service to the Burlington School Department including Pine Glen Principal Steve Preston, PPS Director Kevin Foley, along with other administrators from the High School and Middle Schools and many teachers and guidance counselors from the other levels. The wave of retirements was anticipated as many staff opted to participate in the state sponsored early retirement program.

The school operating budget for the 2003-2004 school year included funding for a new textbook adoption in Elementary Mathematics, Middle School Science and Language Arts, and High School Social Studies. Also, Town Meeting approved a Warrant Article for the installation of a full-service elevator at the Pine Glen Elementary School. The elevator will allow students, staff, and visitors, who need assistance getting to any level of the building, to go there with ease.

The work of the Facilities Study Committee continued into the fall with a recommendation to the School Committee, and subsequent approval by Town Meeting, to seek bond authorization for a \$30 million debt exclusion ballot question to renovate and expand the Middle School and Memorial Elementary School. Through a combination of many factors, mostly economic, the ballot question was rejected by the voters at the November special election. Regardless of the vote, the work of the School Committee, School Administration, and other town officials, will continue as we search for alternative solutions to the expected enrollment increases due to several new housing complex-

es under construction and to the problem of aging facilities.

The entire school department is appreciative of the support we receive from the officials at Town Hall, other town departments, and from Town Meeting. We are also grateful for the dedication and support we receive from the parents, PTO's, teachers, principals, department heads, and support staff who work tirelessly everyday to ensure that quality education is provided to all students in Burlington. That effort would not be successful without the continued support of the School Committee, and Central Office professionals Katie Spinos, Assistant Superintendent for Curriculum and Instruction, and Craig Robinson, Director of Finance and Operations, and Dr. Cath Estep, Director of Pupil Services. I am honored to serve with them as Superintendent of Schools in Burlington.

Respectfully submitted,

James L. Picone, Ed.D.
Superintendent

CURRICULUM AND INSTRUCTION REPORT

During the 2003/2004 school year there are a few key initiatives underway focusing on curriculum review and alignment; preparation for New England Association of Schools and Colleges, Inc. (NEASC) at the high school; the effective integration of technology; and ongoing professional development.

Working with Kathy Fitzgerald, the K-5 math facilitator, and Kathy Lawless, a curriculum specialist on assignment from the classroom, teachers have worked on new ways of strengthening the teaching and learning of math. A common set of expectations for mathematics drove the purchase of new standards-based math resources for every elementary classroom in Burlington. Materials purchased included standards-based math programs for Grades K-5: *Bridges in Mathematics* for Grades K and 1; *Investigations in Number, Data, and Space* for Grades 2-5; and *The Number Corner*, a calendar math program for Grades K-2. These components also include the manipulative materials for each elementary classroom. A collection of math children's literature (129 titles) was also purchased for each elementary Library/Media Center to support the new math curricula and a collection of books (33 titles) for each school's guided reading collection that are rich with mathematics ideas were provided. These titles are accompanied by big books

for whole class instruction, as well as audiotapes for literacy centers. Collaborating with teachers, our two math leaders prioritize professional development to support the implementation of these new programs. They also have been conducting model lessons and providing coaching to ensure effective use of the new resources. Feedback from elementary teachers about student learning with these new math resources has been very positive.

Middle School math teachers have identified open-ended questions to use with math units; they met over the summer and during their initial professional development days of the school year in 2003. Their efforts will improve students' use of short written answers and to explain their thinking. This approach complements our work towards alignment with MCAS. In 2003, *Burlington middle and high school Math MCAS scores improved significantly over prior years. A shared K-12 focus is for all students to continue to meet higher achievement standards on the math MCAS exams.*

A new Department of Education Social Studies Framework was released in August 2003; we are working on significant changes in Social Studies, expecting to begin changes by September 2004. Burlington teachers worked over the summer on an updated Program of Studies reflecting the many changes in the State Framework, especially for grades 4-11. These include the study of Geography, Ancient Civilizations and World History I for the grade 6-8 sequence; and for a two-year sequence of US History in grades 9-10. At the elementary level, while continuing to teach Ancient China, we will also move towards a more in-depth study of North America in grade 4. At grade 5, this is the third year of implementing a new text for early U.S. History; this program will remain in tact. Due to time and budget constraints, changes will begin to be implemented in FY05. This delay will allow for new materials to be purchased and for adequate professional development over the coming years.

Burlington partnered again this year with Primary Source to strengthen studies in World History, including Ancient Civilizations, World Geography, and African American History. During the 2003-2004 school year and summer of 2004, ten teachers and administrators will participate in an intensive two-week travel-study opportunity to China. In addition, one-two will hopefully participate in a two-week travel study program to West Africa. Their experiences will support and strengthen teaching and learning about the world in grades K-12. Since the partnership was

created over 88 Burlington teachers have participated in graduate level seminars, institutes, and other professional development programs that directly relate to Social Studies and English curricula.

Comprehensive curriculum resource notebooks along with teaching kits are routinely distributed by the Science Center to all grade K-5 teachers. Science Center staff continue to provide in-service teacher training to support the science curricula. Burlington was fortunate to have fourth grade teacher, Amy Hackett, attend a travel study program through a generous grant from Millipore and Earthwatch in 2003. Her participation makes science come even more "alive" for her students; realistic expeditions provide teachers meaningful opportunities to share authentic Science learning with their students. At the middle school, science teachers completed the alignment of grade level expectations to new frameworks and are using new texts and curriculum resources to implement the updated curriculum. They are now working on common assessments in all three grades for science.

All curriculum area teachers at the High School again completed teacher expectation summaries at the start of school. These were distributed to all students and parents at the "Back to School" night in the fall. High school staff are also working on reaccreditation and the essential self-study reports required by the NEASC.

Additional Professional Development

The Professional Development Plan continues to be focused to meeting five goals:

1. Articulate and align local curricula with State Frameworks;
2. Align teaching with updated local curricula, and instructional practice, and assessment strategies that meet the needs of diverse learners;
3. Improve communication about student learning (curriculum, instruction, and assessment);
4. Provide support for effective (standard) procedures for the recruitment, selection and retention of highly qualified staff; and
5. Provide no-cost recertification professional development opportunities required by the Massachusetts Department of Education.

The system provides many opportunities for staff including five full professional development days embedded into the school calendar, a Mentor Program for new teachers and principals, participation in the *Teachers as Scholars* program and our partnership with Primary Source. Resources also continue to focus on technology. For example, this year, with grant funding, we made significant progress on integrating technology into the study of core literature in grades 2-5. Professional development is essential for continuous improvement and effective alignment to evolving State frameworks. In 2004, the majority of Burlington teachers and administrators will also apply credits earned from professional development opportunities to their Massachusetts Department of Education recertification.

Other Highlights

- BHS revised curriculum for approximately 330 courses and developed pacing guides for each of these courses. The NEASC study has involved extensive reflection and review of curriculum, instruction and assessment practices. High School teachers and administrators have worked diligently to prepare for the October 2004 site visit. The high school principal has created an Instructional Leadership Team that has been very helpful in guiding and planning ways to strengthen teaching and learning.
- In 2003 Burlington offered an innovative poetry professional development program for teachers, that has generated interest in a Poet in Residence planned for several weeks during the 2004/2005 school year at the Marshal Simonds Middle School. Marshall Simonds Middle School also continues as a demonstration site, developing curriculum and teaching methods in science, with researchers from Harvard's Project Zero.
- Teacher-leaders at each of the elementary schools, along with specialists, have participated in a variety of student assessment professional development experiences, including ten members of the staff who participated in Dr. Thomas Guskey's workshop on standards-based report cards. Many are continuing to look at ways to strengthen how we communicate about student learning. Each elementary school is working on ways to improve assessment practices. This will set the foundation for the eventual revision of the elementary report card to better correspond with new standards.

- In the Spring of 2004, over school vacation, the elementary world language teachers will head a travel study experience for Burlington faculty and community members. Burlington is fortunate to have significant financial support for a wonderful Italian language program in grades 1-5; broadening cultural experience and language learning to classroom teachers will strengthen students' appreciation and learning of world languages.
- Burlington continues to be a member of the *Teachers as Scholars* program, a professional development project for K-12 teachers involving Boston area school districts. The scholars who lead the seminars are from Harvard, Boston University, MIT, Brandeis, Simmons College, Wheelock College and other area universities. Twenty-three Burlington teachers are enrolled in *Teachers as Scholars* seminars in 2003/2004. Burlington also partnered with Primary Source for a third year; over 22 teachers and specialists have taken courses, seminars and participated in their special programs.
- Last summer (2003), Burlington offered its fourth summer reading program for students entering grades 1-3, its second program for students in grades 4-5, and an MCAS prep program for high schoolers. Over 238 students enrolled in the elementary program and 30 in the high school program. In the past, collaborative efforts utilizing tuitions, state funding, Special Education Title 1, and community support enabled this program to be a success; with state funding likely in jeopardy, staff are working on creative alternatives to continue these programs for the Summer of 2004.

Respectfully submitted,

Katie Spinos
Assistant Superintendent
for Curriculum and Instruction

BURLINGTON HIGH SCHOOL

For the past year the administration, faculty, students and staff of Burlington High School have been actively involved in completing an extensive Self Study for the New England Association of Schools and Colleges (NEASC) as part of the re-accreditation process. Three Standards Committee reports and Executive Summaries were written and presented to the faculty for approval. Reports prepared

by the School and Community Profile Committee, the Mission Committee and the Instruction Committee were adopted by an overwhelming vote. Standards Reports in Assessment, Curriculum, Leadership, School Resources and Community Resources are currently being finalized and will be presented for approval to the faculty in early 2004.

Following the completion of the Self Study, an NEASC Evaluation Team will visit BHS in October 2004. A Steering Committee composed of teachers and administrators has spent considerable time overseeing the Self Study and preparing for the team's visit.

The year 2003 also marked the implementation of the MCAS graduation requirements for all students. Burlington High School's senior class met these standards with 100% of the Class of 2003 passing both the English Language Arts and Mathematics Tests.

Additionally, under the guidelines of the federal *No Child Left Behind Act*, Burlington High School exceeded its proficiency index target during Cycle II of the accountability program. In December the Massachusetts Department of Education reported that MCAS Scores for 2003 indicated that Burlington High School demonstrated Adequate Yearly Progress for the aggregate of students taking the tests and all student subgroups.

Following the resignation of Dr. Vincent McKay, Mr. Robert Conceison was appointed Interim Associate Principal. Several other staffing changes occurred at BHS this year including the hiring of Ms. Jean Kelly, Ms. Shanon Gilmartin, Mr. Karl Liljegren and Ms. Jill McInerney to fill the vacancies created by the retirements of Mrs. Georgia Wingrove, Mr. David Hatch, Mr. Len Connolly and Mr. Michael Karagozie, respectively. Mr. Joel Vaughan and Ms. Madelyn Raftery came to BHS to teach science after the resignations of Dr. Sarah Longstaff and Ms. Marsha Heinz.

For the third consecutive year, a summer school program was offered to 9th, 10th and 11th grade students identified as at-risk for failing the MCAS test. Funding for this program was provided under an Academic Success Grant from the Massachusetts Department of Education.

Upgrades in technology brought new computers to the Graphic Design Lab, the Writing Lab, the journalism classroom, the Math Computer Labs and several administrative offices.

This year's summer reading selection was *Black Like Me*. Students who read the book and completed a visual or book report were invited to participate in a follow-up field trip to the African-American History Museum in Boston. In conjunction with several veterans' organizations and the Board of Selectmen, a special project entitled Passing the Legacy was initiated. With the assistance of Veterans Agent, Robert Hogan, and BHS teachers: Mr. Jason Lord, Mr. J. Luke Day, and Mr. Kevin Field, high school students conducted interviews of Burlington veterans during the week of Veterans Day. These interviews were videotaped and will become part of a permanent archive. Students engaged in other community service projects including the 9/11 Memorial Service, the Walk for Breast Cancer Research, the Veterans Day Assembly, a collection of paper products for the Burlington Food Pantry, and the mailing of packages to our troops serving in the Persian Gulf, Iraq and Afghanistan.

The announcement that a 1974 graduate of Burlington High School, Dr. Roderick MacKinnon, had won the Nobel Prize for Chemistry brought tremendous excitement to BHS. The faculty, students and staff celebrated Dr. MacKinnon's recognition on December 9, the eve of the Nobel Prize ceremony. Teachers incorporated lessons on the Nobel Prize, its history and recipients into their curriculum. Members of the faculty who taught Dr. MacKinnon were recognized and the lobby display cases were filled with photographs and articles on Dr. MacKinnon and his work. Through his assistant, Dr. MacKinnon contacted the high school and accepted an invitation to visit BHS and speak with the faculty and students sometime in the spring of 2004.

Respectfully submitted,

Linda A. Hayes
Principal

ART DEPARTMENT

Once again Burlington High School was well represented at the Boston Globe sponsored Scholastic Art Awards where ten Burlington art students won awards. This year 3,200 works of art were entered in the statewide competition. Our students were among the 1,250 students who received honors in the annual competition for students in grades 7 – 12, representing all public and parochial schools. Of 357 portfolio entries, Holly Widtfeldt's was one of 84 selected for national judging in New York. Three Silver

Keys were awarded to Computer Graphics students, Michael Atlas, Teresa Fitzgerald and Daniel Fitzpatrick. Honorable Mentions were given to two Drawing and Painting students, Anthony DiBona and Rachel Faller; two went to students, Bonnie Graham and Juliana Margarida, while Rob Noyes earned his award for Computer Graphics. A 2001 Gold Key winner Jason Yeadon earned an Honorable Mention for a mixed media piece.

For the first time Burlington students participated in the Congressional High School Art Show sponsored by Montserrat College of Art. Photography student, Mike Sapienza was honored with the "Best in School" award presented by Congressman James Tierney. Mike also participated in the annual High School Art Majors Exhibition sponsored by the Lexington Arts & Crafts Society along with 12 other Burlington art students: Amanda Coe, Elyse Goldstein, Laura Greene, Jason Griffen, Kaitlyn Harrington, Julie Nelson, Aileen Noonan, Sara Petrowsky, Chris Prato, Nicole Russo, Elizabeth Steinberg and Laura Stirling.

The year, 2003, marked the 30th Anniversary of our annual "Spring Exhibition" where over 1,000 works of art were exhibited in the high school library and main lobby. Enhanced by the musical accomplishments of the high school orchestra and new display panels constructed by the Technology Education Department, the exhibit was a tribute to thirty years of artistic excellence at Burlington High. Along with student works, representing each course within the art program, was a retrospective slide presentation of artwork collected over the past thirty years from 120 past graduates. Most of these alumni have become successful visual artists, inspiring our current student artists.

Julie Nelson was selected to represent Burlington High at the sixteenth annual All-State Festival at the Worcester Art Museum. All State is jointly sponsored by the Museum, the Massachusetts Art Education Association, the Massachusetts Alliance for Arts Education, and the Massachusetts Directors of Art Education. A mural painted by Julie can be seen as a focal point in the Memorial School cafeteria.

Graduating students were accepted at Endicott, Hartford Art School, Maryland College of Art, Mass College of Art, Rhode Island School of Design and Savanna College of Art and Design.

Two significant changes occurred during 2003. First, in the area of curriculum, a new course offering entitled

"Portfolio and Advanced Art" has been added to the art program. This is the first art course at Burlington High to be offered at "level 4", a level which necessitates considerable rigor and advanced accomplishment. It is hoped that successful infusion of a course with such intensity will lead to the introduction within the next few years of the first Advanced Placement (AP) offering. Second, our Digital Arts lab has been updated with 16 new IMac computers, printers, digital cameras, imaging equipment, and "state-of-the-art" software. Most unique, but practical, is that all of the computers are networked to a server so that students can individually save and protect their work for presentation and evaluation. This continually progressive course is one of the most popular offerings in the art program and provides our young visual artists with several career choices. In keeping with Burlington's commitment to the fine arts, our visual artists of the future have been afforded a work place that mirrors the environment they will grow into as professionals in creative careers.

Respectfully submitted,

Wayne D. Little
Art Department Chairman



Burlington High School art teachers at the 30th anniversary Student Art Exhibition held in April 2003. (Left to right) Wayne Little, Art Chair, Joanne Vigneau, George Ratkevich, and Christina Riley.

ENGLISH DEPARTMENT

The results on the MCAS and Advanced Placement exams for 2003 indicate high performance for BHS students. With 96% passing the MCAS exam on the first try, the

sophomore class has posted the highest passing rate for a BHS class. Our Advanced Placement students earned college credit and collectively outscored other AP students across the country. Maura Bullock's work with the AP program is to be commended as are the teachers who so aptly prepared students for MCAS success.

The department has also begun work on a five-year curriculum update. During the past year, review of the ninth and tenth grade courses has commenced, with plans to work on the junior and senior courses over the next year. Tight budgets complicate the process; several texts need to be replaced while book prices continue to soar.

Collab magazine enjoyed a successful publication under the direction of new advisors, Kathleen Dalton and Lucille Flammia. Veteran teachers, Dalton and Flammia recruited a fine student staff and impressive writing and art work to launch a new era in the venerable magazine's story. Art teacher and graphic artist George Ratkevitch worked closely with the advisors and students to create a sophisticated layout that enhanced the presentation of the students' writing and art.

Finally, Judy Mela was hired in September to replace English and reading teacher Robert Conceison who was promoted to interim associate principal. Mela is a graduate of Tufts University and earned a master's degree at Simmons College.

Respectfully submitted,

Robert W. Casey
English Department Head

FAMILY AND CONSUMER SCIENCE, BUSINESS, TECHNOLOGY EDUCATION AND YOUTH TECH ENTREPRENEURS

The **Family and Consumer Science** program consists of offerings in two areas, Child Development and Culinary Arts. The Child Development program continues its highly successful Pre-School program under the leadership of teacher Rosemary Bransfield. A select group of 65 BHS students are chosen from a large pool of applicants to work with Ms. Bransfield in the pre-school program for Burlington residents, which is offered in two sessions per day. The Foods program, with teacher Marjorie Arcand, continues to offer highly successful courses in Food Preparation, Professional Foods and Gourmet Foods.

Youth Tech Entrepreneurs (YTE) is now in its fourth full year at Burlington High with teachers Lisa Francescon and Bill Brown. Mr. Brown teaches one course in the program in addition to his regular duties as High School Computer Integration Specialist. Ms. Francescon teaches YTE, continuing to build on its past success with student community service projects; this year, the YTE students continue to upgrade and maintain the Burlington Schools web pages as part of their class projects. The current group of YTE seniors is now making post-graduation plans; we will be eager to follow their paths as leaders in business and technology fields.

The **Business** program offers a variety of courses under teacher John Hayes. Mr. Hayes teaches courses in Marketing, Automated Accounting, Business Law and Business Management.

Technology Education program is under the leadership of third year teacher, Mr. Joel Mascott. The High School currently offers courses in Woodworking, Applied Technology and Pre-Engineering technology.

Respectfully submitted,

Robert F. Conceison
Interim Associate Principal

FOREIGN LANGUAGE DEPARTMENT

The Foreign Language Department continues to offer the study of French, Italian, Latin and Spanish in a five-year sequence. Because of low student enrollment, German will no longer be offered after the 2003-04 school year.

Students showed marked improvement in the Advanced Placement Spanish course as eleven seniors received AP credit on this highly competitive college-level exam.

In June, Mr. David Hatch retired from his position as Spanish teacher after thirty-eight years of dedicated service to the students of Burlington. Ms. Shanon Gilmartin, a 1998 graduate of Burlington High School and a 2002 Boston College graduate, comes to Burlington High School as a first year Spanish and Italian teacher.

Ms. Abigail Abbott and Mrs. Maria Walton attended workshops or courses including Primary Source, The Skillful Teacher and Instructional Leadership. Mrs. Rita DeBellis participated in Teachers as Scholars.

The Latin Club, whose advisor is Mrs. DeBellis, continues in popularity. Several members of the club, working with students enrolled in YTE (Youth Tech Entrepreneurs), have created an impressive Latin Page on the Burlington High School web site. Mrs. Walton serves as advisor to the Spanish Club and Ms. Abbott remains advisor to the Class of 2006.

Respectfully submitted,

Maria P. Walton
Foreign Language Department Head

MATHEMATICS DEPARTMENT

The math department continues to meet the needs of all student levels. This is accomplished by offering a wide variety of courses ranging from Advanced Placement courses such as Calculus and Computer Programming to Basic Skills courses in math and computers. This year, we have added Java to the AP program to provide our students the opportunity in computers to compete successfully.

The Math League team had another successful year finishing first in their league, winning all their league matches, and participating in the state tournament. The captains are attending Harvard and Carnegie Mellon. The coaches are Jean Saxe and Fred Miksenas. The teams in the league are Arlington Catholic, Bedford, Wakefield, Woburn, Stoneham, Somerville, and Minuteman.

Many math teachers, such as Jean Saxe, Ed Chapdelaine, Ross Paine, Marlin Kagan, Jan Sykes, John Nolan, Bob McCarthy, April Strickman, Fred Miksenas, Angela Guerra, Karl Liljegren, and Jim Curtin have attended workshops or courses to keep abreast of current trends in math. These have included NCTN conferences, AP workshops, MCAS workshops, and college courses.

A number of curriculums have been updated with technology incorporated.

Respectfully submitted,

James P. Curtin
Math Department Head

HIGH SCHOOL PUPIL SERVICES DEPARTMENT

The High School Pupil Services Department has worked to meet the diverse and complex needs of the high school student population. The Guidance Counselors, through the use of varied counseling techniques, work with students to identify and remediate problem areas as well as to help them develop appropriate educational/career goals and courses of action to achieve those goals. The program for special needs students continues to be effective in identifying learning problems while offering in-depth special needs support and academic diversity for those students with learning disabilities.

This past June, Mrs. Georgia Wingrove retired after twenty five years from her position as instructor in the Alternative Education Program at Burlington High School. Ms. Jean Kelly has assumed the instructor position vacated by Mrs. Wingrove's retirement. In November, Mrs. Anne Howard retired after sixteen years of service as Guidance Secretary at Burlington High School. Mrs. Carla Ferraguto has assumed the position of Guidance Secretary at Burlington High School.

The Guidance Department hosted representatives from fifty-nine colleges and technical schools who spoke to interested students regarding admission requirements, costs and financial aid information during conferences at the high school. The Guidance Department also cosponsored a regional college fair held at Reading High School that had representatives from over two hundred colleges and universities.

The 2003 Burlington High School Scholarship Program, affiliated with the Burlington Community Scholarship Foundation, produced highly successful results. One hundred eighty two donors contributed to the 2003 program. Three hundred twenty five scholarships, totaling \$311,800.00, were awarded at the presentation ceremonies. Our deepest gratitude is extended to the local individuals, civic groups and business organizations that contributed to the scholarship program. Since 1988, four thousand four hundred eleven scholarships totaling \$3, 264,757.00 have been awarded to the graduates of Burlington High School.

The following is a profile of the Class of 2003:

Size of Graduating Class:	209 students
Number of Students Continuing	
Education:	186 or 89.0% of Class
Number of Students Seeking	
Employment:	18 or 8.6% of Class
Number of Students Entering	
Military Service:	5 or 2.4% of Class

Continuing Education Information:

Four Year Baccalaureate Programs: . .	159 or 76.0% of Class
Four Year Public Institutions:	72 or 34.4% of Class
Four Year Private Institutions:	87 or 41.6% of Class
Two Year Associate Degree Programs: .	21 or 10.1% of Class
Two Year Public Institutions:	21 or 10.1% of Class
Two Year Private Institutions:	0 or 0.0% of Class
Educational/Vocational Non-Degree	
Programs:	6 or 2.9% of Class

2003 CEEB Test Summary:

199 students tested out of a class of 209 or 95%	
Mean Verbal Score: 517	Mean Math Score: 543

SAT I Cumulative Percentages

(Per Cent of Students scoring at or above a given range):

	Verbal	Math
Above 700	4%	8%
Above 650	11%	16%
Above 600	25%	29%
Above 550	39%	44%
Above 500	56%	64%
Above 450	72%	84%

Of Scores In A Given Range:

	Verbal	Math
750-800	5	9
700-740	5	9
650-690	14	17
600-640	29	27
550-590	30	32
500-540	35	41
450-490	34	42
400-449	30	22
TOTALS	182	199

SAT II Mean Scores:

Writing:	578	Literature:	642
Biology M:	622	Math Level IC:	617
Math Level IIC:	688	Spanish:	560
Chemistry:	589	American History:	571
Physics:	644		

Two members of the Class of 2003 were recognized as National Merit Scholarship Semi-Finalists. Five members of the Class of 2003 were recognized as National Merit Commended Students. Three members of the Class of 2003 were recognized as Advanced Placement Scholars for their performance on the Advanced Placement Examinations. In addition, four members of the Class of 2003 were recognized as Advanced Placement Scholars with Honor and three students were recognized as Advanced Placement Scholars with Distinction.

MCAS Test Results Summary:

Beginning with the Class of 2003 all students must pass both the MCAS English Language Arts Test and the MCAS Mathematics Test prior to receiving a high school diploma.

Testing results for the Class of 2003 are as follows:

Size of Class of 2003:	209 students
Passed both the English	
Language Arts and	
Mathematics tests:	209 students or 100% of Class
Passed the English	
Language Arts test:	209 students or 100% of Class
Passed the Mathematics	
test:	209 students or 100% of Class
Scored either proficient	
or advanced on the English	
Language Arts test:	146 students or 69% of Class
Scored either proficient or	
advanced on the	
Mathematics test:	131 students or 62% of Class

Testing results through October 2003 for the Class of 2004 are as follows:

Current Enrollment (as of 12/03) of
Class of 2004: 214 students

Passed both the English
Language Arts and
Mathematics tests: 205 students or 95% of Class

Passed the English Language
Arts test: 208 students or 97% of Class

Passed the Mathematics test: 206 students or 96% of Class

Scored either proficient or
advanced on the English
Language Arts test: 178 students or 83% of Class

Scored either proficient or
advanced on the Mathematics
test: 119 students or 55% of Class

Respectfully submitted,

Thomas Imbriglio
Support Services Coordinator

READING

In September, Robert Conceison, the high school reading specialist of 20 years, took a leave of absence to assume the post of Interim Assistant Principal at the high school. The new reading specialist continues to advance the Burlington High School Mission Statement and Learning Expectations by preparing students to become critical readers and lifelong learners. To assist students in the development of reading related strategies, the reading specialist provides testing, diagnosis, evaluation, consultation, and instruction to individuals and small groups. Criterion referenced diagnostic and assessment reading tests enable the reading specialist to meet the specific learning needs of students. Analysis of these tests, in conjunction with other available formal testing, also enables students, teachers and parents to better understand relative strengths and weaknesses in a variety of reading skills. Referrals come directly to the office of the reading specialist from guidance counselors, classroom teachers, parents, and from the students themselves.

Respectfully submitted,

Judith A. Mela
Reading Specialist

SCIENCE DEPARTMENT

The 2003 school year was a glorious year for the Science Department.

The Nobel Prize in Chemistry was awarded to Dr. Rod MacKinnon, Burlington High School Graduate of 1974. One of our teachers, Mr. Rick Beaumont taught Rod in Human Anatomy and gave him an A-!

Students excelled in the Advance Placement courses. Around 28 students gained college AP credit with 13 scoring a "5," the top grade. Overall the results in our four AP courses were outstanding: 90% passed AP Biology with an average grade of 4.0, 90% passed AP Chemistry, 80% passed the AP Environmental Science and 90% passed AP Physics.

Young Hall was used for a national satellite lecture series from the Howard Hughes Medical Center in December on "Learning from Patients, the Science of Medicine."

We hosted the American Chemical Society's "High School Teachers' Night," in October where over 150 teachers attended. Numerous workshops of various aspects of chemistry were presented. Dr. Tom Gilbert of Northeastern University was the keynote speaker.

Dr. Nassiff continued his efforts on the State MCAS Assessment Committee in Science/Technology and is a consultant for the DOE in chemistry and physics.

Mr. Alan McRae participated in a joint project with Harvard-Smithsonian Center for Astrophysics and NASA which produced a DVD of his astronomy classes that will be used for professional development for teachers.

The Science staff had some changes. Mr. Mike Karagozie retired. Ms. Marsha Heinz and Dr. Sarah Longstaff resigned to pursue other employment. Three members joined our staff, Ms. Madelyn Raftery, chemistry, Mr. Joel Vaughan, physics, and Ms. Jill McInerney, biology-Frameworks.

Dr. Eric Sheagley received his Ph.D. in chemistry from the University of Oregon.

Respectfully submitted,

Dr. Peter J. Nassiff
Head of the Science Department

SOCIAL STUDIES DEPARTMENT

Curriculum changes mandated by the new *Massachusetts History and Social Science* frameworks commanded the greatest attention during calendar year 2003. Within a few years, the Board of Education will be requiring every Massachusetts high school student to take and pass an MCAS exam in the area of Social Studies for high school graduation. The primary content area will be United States History.

After much study and deliberation, Burlington has decided to adopt the following sequence for grades 8 through 12 – Grade 8: *World History I*; Grade 9: *U.S. History I*; Grade 10: *U.S. History II*; Grade 11: *World History II*; Grade 12: electives. This arrangement envisions Burlington students being prepared to take the Social Studies MCAS exam at the end of their sophomore year.

During this past summer, Miss Grady (now Mrs. Carey), Miss McKiernan, Miss Zucker and Mr. Hoyt participated in several curriculum sessions to map out the sequence described above. The new *World History I* for 8th grade and the *U.S. History I* for 9th grade will be implemented in the fall of 2004. Also this summer, Miss Grady and Miss McKiernan worked closely with the 8th grade teachers to help them prepare for teaching the new *World History I* course at their level.

Three members of the Social Studies Department participated in a summer curriculum design and development workshop. Each teacher worked on one of our popular half-year elective courses. Dr. James W. Beaudry revamped the *Economics* course, Robert J. Costa further refined and updated the *Sociology* course, and Miss Katie McKiernan developed a comprehensive number of valuable materials for the *Psychology* course.

Back in March, Miss Grady and Miss Zucker were presenters at the 34th annual Northeast Region Social Studies Convention held in Boston. Capitalizing on the programs offered through *Primary Source* on China, the title of their very popular and successful session was "The Three Gorges Dam and the TVA: Connections and Comparisons." Miss McKiernan and Mr. Hoyt also attended the same convention later in the week.

Social studies fieldtrips this year were fewer in number but highly successful for those that occurred. The combined *Sociology* and *Law* fieldtrip to M.C.I. Bridgewater, conducted each semester by Mr. Costa and Mr. Driscoll, con-

tinues to warrant all of the extra time and effort required by the prison for security measures. Mr. Carr's annual fieldtrip to Washington D.C. and Mount Vernon, during the April vacation, allowed a valuable opportunity for 51 junior-year students to experience all of the cultural and historical highlights of our nations' capital. Regretfully, because of national security concerns, the traditional spring fieldtrip to New York City and the United Nations, designed for sophomores, was cancelled.

The delegate and alternate for Student Government Day, held on April 4th at the State House in Boston, were Jason Apruzzese and David Collins, respectively. The Daughters of the American Revolution "Good Citizen" Award was voted this year to Stephanie Giangreco (nominated by the faculty and elected by the members of the senior class). Burlington's two delegates to Girls' State, held in June, were MaryKathryn Concesion and Stephanie Giangreco. The Boys' State delegates were Jason Apruzzese and David Collins. Yianni H. Skourtis was chosen to be the recipient of the Middlesex County Bar Association's "Law Day" award.

For a fourth consecutive year, the Social Studies Department, in concert with Town Hall, has conducted a local Student Government Day in May. Student participants were members of the junior class elected from their United States History class. Over thirty students filled the various positions of town elected and appointed officials for that day. Mr. Robert Mercier, Burlington Town Administrator, continued his role as master of ceremonies at the opening Town Hall session. After several hours of "shadowing" their governmental counterpart, students were debriefed, presented with small mementos, and served lunch at the Dandelion Green Restaurant. Dr. Beaudry, Mr. Carr, Mr. Costa, Mr. Driscoll, and Mr. Hoyt were the United States History teachers that conducted the elections from their classes. They also made sure that the delegates reported back to their classmates on what they had learned about the daily functions of Burlington's town government.

There have been no staff changes during the year.

Respectfully submitted,

Jeffrey W. Hoyt, Chairman
Social Studies Department

DEPARTMENT OF ATHLETICS

The Burlington Athletic Department has had another successful year because of its wide variety of athletic programs and its ever increasing number of student athletes. The programs receive great support from the student body, the community, and the school administration.

The Fourth Annual Burlington High School Athletic Hall of Fame Induction was held on October 2, 2003 and was another great success. The list of inductees included Benefactor, Jerome J. Lynch and Boys Football Coach, Dick Roche. The athletes included the 1958 Boy's Football Team and individual athletes: Michelle Antonelli Gillis, Robert Chisholm, Jeff Cowles, Paul Fogarty, Ellen Given Wright, Richard Howard, Albert Kelly, Joe Leone, William LeRoy and Dale Thompson Strachan. The inductees were honored at the Marriott Hotel in Burlington.

This year, the Winter Sports programs had another encouraging year. The Boy's Basketball team was lead by Seniors, Brian Ross, Bill Lyons and Steve Buckley finishing 15 and 8. Burlington lost to the eventual State Champions, Charlestown in the Division 2 North Semi-Finals. The Girl's Basketball Team was lead by Melissa Cannata, Pam Coppola and Melissa Hanafin, and they finished 14 and 7 meeting Arlington Catholic in States. The Boy's Hockey Team was lead by Seniors, Ryan Gochis, Bob Conceison and Donald Morgan, and finished 9 and 11. The Girl's Hockey Team lead by Jacquleen Riley, Michelle Toland and Amanda Pavone, finished 3, 16 and 1. The Boy's Gymnastic Team lead by Chris Robichaud, Zach Swanfeldt and Jonathan Morgan, finished a strong 5 and 2 season. The Girl's Gymnastic Team, lead by Kelly O'Brien and Casey Duffy finished with a record of 1 and 6. The Boy's Indoor Track Team led by Brett McCollem and Jay Thorstensen finished 5 and 4. Joanne Ricardelli and Jacki Netishen led the Girl's Indoor Track team, finishing 1 and 8. Mike Wang led the Boy's Swim Team to a 1 and 7 record. The Wrestling Team, led by Senior Captains Mike Atlas, Kevin McNeill and Chris Prato, were all Division 3 State Champions. The season ended with a record of 21 and 2 and the Middlesex League Championship.

The Athletic Department's Spring program included the Boy's Baseball Team, this year led by Matt DeRosa and Dan Georgette, finishing with a record of 12 and 8. League All Stars included Ben Read and Dan Georgette. Softball had another outstanding season with a record of 20 and 4, which qualified them for the tournament. They lost in the

North Finals. Leaders of the team were Ryann Clark, Melissa Hanafin and Jacqui Riley. Lacrosse led by Chris Hanafin and Kevin McNeill finished 11 and 7 making it to the tournament and losing to North Andover in the 2nd round. Boy's Tennis lead by Ned Ruhotina and Mike Doherty finished 11 and 9. Girl's Tennis was lead by Erica Wong and Athina Mantzouranis and finished with a record of 13 and 5. They lost to Lynnfield in the State Tournament. Boy's Track finished 6 and 3 lead by Mike Davis and Brett McCollem. Mike Davis was named All State in the Shot Put. Jaclyn Bent, Pam Coppola, Anne Chandonnet and Joanne Ricardelli led the Girl's Track Team, finishing 8 and 1 for a 2nd place finish.

The Fall Sports program started with the Football Team's 9 and 2 record, lead by Captains Ben Read, Dan Georgette, Mark Bagiottti, John Cronin and Chris McNeill. The Boy's Soccer Team, lead by Senior Captains Dave Santilli and Dan Swiszc, finished 16 and 1. The Girl's Soccer Team, lead by Kathleen Murphy, Courtney Mulcahy and Stephanie Giangreco finished with a 2, 13 and 3 record. The Golf Team was lead by Adam Smolski and Marc Cotone finishing 5 and 4. Boy's Cross-Country, lead by Matt Tirrell, finished 0 and 9 and the Girl's, led by Beth Callahan, finished 0 and 9. Girl's Swimming and Diving finished 5 and 3 led by Amanda Murphy, Stephanie Hon, Caitlin Brewer and Casey Duffy. Field Hockey finished 1, 15 and 2, led by Gina Magliozzi and Kerrie Mahoney. The Competition Cheering Squad also had a great season finishing first in the Middlesex League Division II Competition and 2nd in the States qualifying them for the Nationals in Atlanta, Georgia. The Athletic Department would like to congratulate all the athletes.

The Athletic Department would like to recognize three individuals for contributing over and above to the athletic program. Boy's Gymnastics Coach Rick Hayes doubles as the Equipment Manager for all sports, doing a great job with the uniforms and equipment for all varsity and sub-varsity programs. Lynda Bannon and Amy Doughty, the athletic trainers, are a valuable asset to the program, caring for our injured athletes while keeping safety a priority on all fields of play.

Respectfully submitted

Edward L. Gillis
Athletic Director

HIGH SCHOOL LIBRARY

"Black Like Me," John Howard Griffin's personal account of crossing the color line and living as a Black man in the late 1950's was the book chosen by the Summer Reading Committee to promote the school wide theme of Tolerance and Diversity. This year's program was called Read It 2003! Students who read the book and created a poster, collage or book cover were invited on a field trip to the Museum of Afro-American History and went on a walking tour of Boston's Black Heritage Trail. The librarian, Susan Kelley DiSanto and teacher, Pam Baafi chaperoned the field trip. Mrs. Hayes joined the group later for lunch and shared in a discussion about segregation and human rights.

The library acquired fifteen upgraded computers in our Internet Lab, and thirteen new computers were added to our reference area creating a media space that meets the reference needs of the students and staff at Burlington High.

The librarian created a new web page for the library media center with direct links to the library catalog and the online database collection. The web page also provides students access to quick reference tools and connects them with Internet Pathways that were developed to assist students with on-going class projects. All of these resources can be accessed from a home computer with Internet connection and a town library card.

Student volunteers, Mark Volpe and Noelle Judd, worked on stamping and bar-coding all new materials purchased and kept our shelves organized. Noelle was particularly helpful in beginning the inventory process which will be needed for the Accreditation Report.

Mrs. Field attended a two-day regional training seminar conducted by the Follett Software Company to introduce new updates to the library's automation system that effect circulation, cataloging, and MARC records. She brought back ideas on system setup changes which have provided a more efficient way of handling student data entry, overdue notices, circulation and inventory reports.

Mrs. Rielly worked with the technology staff to facilitate and support the use of password protected student accounts residing on the district server.

Ms. Kelly DiSanto organized and led a faculty book discussion, with the focus on India. Historical fiction was read along with books that related the young adult Indian American experience.

The library participated in the school wide celebration of Nobel Prize winner Roderick MacKinnon by creating a window display showcasing previous winners and quotations from Alfred Nobel.

The second annual Open House was held in December to showcase all new acquisitions for staff and administrators. This year, in an effort to promote literacy and leadership, the Assistant Superintendent provided a selection of books for the faculty. After reading their selection, they were encouraged to give the book to a colleague or donate it to the BHS library. The surprise of being able to choose a book added a special touch to the festivities, which the faculty appreciated. Teachers brought their lunch to the library, drank hot cider and spontaneously began to talk books. This activity also served as a "kick off" for an ongoing display of "Best Picks from Your Faculty" and many teachers made book recommendations.

The library media center continues to be busy with both students and classes, and we look forward to another year of providing quality services to support and promote information literacy.

Respectfully submitted,

Susan Kelley DiSanto
Library Media Specialist

MARSHALL SIMONDS MIDDLE SCHOOL

Marshall Simonds Middle School emphasized four areas for emphasis in 2003.

- Technology
- Standards-based Curricula
- School Safety
- Enhancement of School Environment Characterized by Tolerance and Respect for All Groups

Teachers at the middle school supported the integration of technology into all middle school curricula. During the past year the middle school faculty used technology as a resource in teaching Shakespeare, to create algebra assessments, to supplement science units on mass and volume, and to trace the events leading to the Revolutionary War. The use of technology has also supported poetry projects, note taking, science reports and geography lessons. Teachers in the areas of special education, art, music, world language, physical education, family and consumer science and reading also developed units

that utilized technology as an important educational resource.

Since the initial MCAS testing, Marshall Simonds has promoted continued improvements in student performance. Teachers are attentive to the standards that are highlighted in the state curriculum frameworks for all middle school subjects. Semester assessments were used to prepare students for questions that are open-ended and cover large amounts of subject matter. Teachers meet weekly in curriculum groups to align middle school curricula with the state frameworks. Marshall Simonds was pleased to be recognized by the Massachusetts Department of Education in 2003 because the most recent MCAS scores indicated substantial improvements in mathematics and language arts.

A building level "Crisis Response Team" meets periodically throughout the year to evaluate safety issues and to recommend additional security measures. The "Team" developed CODE RED and CODE BLUE procedures to direct lock down and evacuation drills. Students and staff received orientations to the emergency procedures. Portable radios and megaphones were purchased by the Parent Teachers Organizations to facilitate communications inside and outside of the middle school. The collaborative efforts of the Police Department, Fire Department and School Department were instrumental in maintaining a safe school environment for students and staff at Marshall Simonds.

Throughout 2003 the middle school community attempted to address issues related to diversity and respect for all groups. School assemblies, concerts, field trips, and team and departmental activities provided teachers and students with opportunities to celebrate the many different nationalities, races, and religions and ethnic groups that attend Marshall Simonds. It was gratifying to observe the choice of novels, programs for concerts, art displays, oral reports, debates and role playing experiences that heightened students sensitivity to the contributions of all cultures.

Four middle school faculty members retired in 2003. They included John Martinoli, a grade six math teacher after a career of 31 years, Peter Breton who taught social studies for 33 years, Louis Intoppa, a middle school team leader and teacher for 34 years and Rosemary Callahan, a guidance counselor in Burlington for 39 years. The many personal and professional contributions of these dedicated educators are noteworthy and deserving of high commendation.

Marshall Simonds Middle School will continue to address the academic and developmental needs of middle school students in 2004.

Respectively submitted,

Richard J. Connors
Principal

FOX HILL SCHOOL

Fox Hill School welcomed the following new staff members in 2003: Tania Conlon, second grade teacher; Jamie Jaffe, fifth grade teacher; Brian Middleton-Cox, fourth grade teacher; Adrienne Levesque, kindergarten teacher; Robyn Miliano, permanent substitute; Caryn Haskins, speech and language assistant; Jennifer Agati, music teacher; and Sharon Lundin, inclusion tutor.

June 2003 marked the retirement of Mary Burchill, Georgianna Lawson, and Carol Minter, three dedicated and talented educators who served the Burlington Public Schools for a combined total of almost 100 years.

The Fox Hill School Council, comprised of teachers, parents, and community members met monthly in 2003 to identify needs and establish school goals, review the school budget, and create actions plans for school improvement. The 2003 Fox Hill School Improvement Plan focused on: increased tutorial services, after school academic clinics, and writing programs; the procurement of a new, permanent *Fox Hill School Sign*, at the entrance to the school, at the corner of Fox Hill Road and Westwood Street; support for the *Fifth Grade Tutoring Team*, which provides tutoring assistance to Fox Hill School children and staff based on need and areas of expertise; completion of maintenance projects; continuation of the artist-in-residence project, which will result in a beautiful mural painted by children and the artist, in each of the school's four pods, and the support of technology initiatives and the Fox Hill School Website www.Burlington.mec.edu/FH.

Educational priorities for 2003 included: implementation and analysis of new math programs at all grade levels, creative scheduling and cross curriculum instruction to emphasize increased time on task ratios and standards based instruction, and promotion of a smooth transition of new staff by administrative support and thorough implementation of mentoring programs.

Parents and children in the Fox Hill School Community are to be commended for their efforts in contributing to many worthwhile charitable organizations in 2003. Their generosity was responsible for significant contributions to People Helping People, Boston Community Schools, Coats For Kids, Project Bread, and Italian Earthquake Relief Project.

The Fox Hill School Parent Teacher Organization deserves special recognition for the time, energy, caring and support they have devoted to Fox Hill School. The outstanding cultural and educational enrichment programs they sponsor, the generous gifts they donate, and the successful family activities they organize are most significant and valuable assets to our school.

Fox Hill School continues to make a strong commitment to the thorough implementation of the Burlington Public Schools Mission Statement and the Fox Hill School Code, in an atmosphere of encouragement and respect.

Respectfully submitted,

Richard J. Benowitz
Principal

FRANCIS WYMAN SCHOOL

This has been an exciting year at the Francis Wyman School with many activities, developments, and changes on many levels. Our educational priorities began with Wyman hosting the system wide mathematics curricula night in October. This provided parents with information on the newly adopted math programs: *Bridges* for Kindergarten through Grade 2 and *Everyday Math* for Grades 3-5. Our first "Math Night for Parents" of second graders throughout the town took place in January and was well attended by curious parents working on math problems with their proud second graders. Our annual Grade 5 "Mathathon" for St. Jude Children's Research Hospital brought us another plaque to grace our walls for the dollars raised by our fifth graders. Francis Wyman hosted another system wide educational event with our Physical Education teacher, Mr. Joe LeVasseur, who presented an informational evening for parents on "Growing Healthy Children." Our Burlington Police DARE officer, Steve Cross, was a panel member and explained the DARE Program as it is related to the night's topic. Other panel members were the Francis Wyman Guidance Counselors, Joanne Burrows and Tristan Yovino. Maria DiLiegro of Narconon offered her expertise as well.

Redistricting students to the Pine Glen School took place and meetings between schools were held to ensure a smooth transition for the students involved. Technologically, our website continues to be redefined and improved. A Principal's E-mail List was implemented for those parents who wanted to enroll. Finally, our annual Spring and Winter Concerts from our music teachers, Kerry Gendron and John Butler, were wonderful events well attended by the parents, students, and faculty.

Our staff underwent a few changes. Our wonderful Mrs. Leslie Turner retired after 36 years of teaching. Her assistant, Elaine Babjatis, is now a full time kindergarten teacher at Pine Glen as well as Doreen Began who transferred to Pine Glen as a Kindergarten teacher. Her assistant at Pine Glen, Erin O'Rourke, did her student teaching here at Francis Wyman. We welcomed our new K-3 guidance counselor, Tristan Yovino. Teachers (and sisters) Carrie Fortunato and Christine Sheppard both added a new son to their respective families. This year also brought to us three new permanent substitute teachers: Karen McIntyre, Brianne Sheehan, and Stacie Sullivan.

Activities abounded this year. The annual DARE graduation took place in late March. We had our very first and highly successful *Lip Synch Show* which promises to be an annual event with students, faculty, and parents participating and performing. Lesley Evans was our Artist in Residence this year and each grade created a block print piece of work that is hanging by our auditorium for all to admire. Our annual Science Fair brought about excellent and creative projects from our fifth graders. In March, we celebrated Dr. Seuss' birthday with a celebration attended by Dr. Picone, Ms. Katie Spinos, and several former BHS students. Our first "Kindness Tree" was put in our lobby with each yellow ribbon on it representing a random act of kindness by faculty, students, or staff. In February, a lock-down drill was performed to ensure the continued safety and security of all at Francis Wyman. Our Reading Specialist, Donna Murphy, implemented a "Book Swap" where students can bring a book and swap it for another or purchase a used book for 25 cents. Before Thanksgiving, our Kindergartens had a Thanksgiving Feast that they helped to prepare. In December, these wonderful kindergartners did an amazing performance of scenes from the *Nutcracker* which was enjoyed by the parents, grandparents, faculty, students as well as guests Dr. Picone, Dr. Estep, and Ms. Spinos. Grade 1 had their annual reading of the *Polar Express* and enjoyed hot cocoa and cookies. In November, a new

Student Council was elected, and the Induction Ceremony was attended by friends and family with guest speakers Superintendent Jim Picone and School Committee Chairman Tom Murphy.

Our School Council was productive as always. The focus of their efforts was community partnerships, technology/communication, academics/education, and school security/safety. As a result, community outreach projects kept us busy. The Intergenerational Book Club hosted a luncheon in our library. Librarian Steve Levin, his assistant Rose Magliozzi, and Pine Glen's Martha Ogren brought Burlington Senior citizens and our students together for lunch and a book discussion in April. It was repeated in December with another wonderful novel, *War with Grandpa*, and was exceptionally well attended by over 100 Seniors and students. Maurice Neglavi of the Bedford St. Mobil station formed a partnership with the Burlington Public Schools. Every gallon of gasoline sold by Mobil on the weekends (for a certain period of time) would earn the schools a penny for a total of \$250 for the Wyman thus far. Each school will be the recipient of these on a monthly rotation basis. A Disney partnership was formed with the Disney Store in Burlington. The employees volunteered to come on weekends to do voluntary groundskeeping for the Francis Wyman School. This year Francis Wyman formed its first Student Council as its community outreach group. They had a food drive and donated over 2000 canned/food items to the Burlington Food Pantry. They performed Holiday Presentations at the Council on Aging and at Longmeadow Place. They had a "Loose Change" week to collect money to donate to the Red Cross Disaster Relief Fund for the fires in California. A "Gift of Love" basket was a fundraiser whereby each student council representative donated an item a child would like to receive and created a huge basket which was raffled off. The proceeds went to a family in Burlington whose home was destroyed by fire, and an Alabama School whose elementary and middle school were destroyed by fire and tornadoes. The Grade 3 team held a "Bake Sale" and donated the proceeds to People Helping People. The Grade 4 team created a "Hat and Mitten" tree and all items went to the needy people of Burlington. Our annual Halloween Parade was enjoyed by everyone, especially the Seniors from Longmeadow Place who applauded the various students' costumes. But by far, our most enjoyable ongoing project is Mrs. DeAngelis' 4th grade art class, who are joined with six to eight Seniors from Longmeadow Place, who work together to create an art project monthly.

Finally, the Francis Wyman PTO continues to be an outstanding active and supportive group to our school. Their annual gift wrap sale is a fundraiser that provides funds for many other events they sponsor through the school year. Whether it is the Authorfest or Grade 5 T-shirts or the DARE Graduation or the Storyteller or their hospitality committee, they are always there to do the best for our students and faculty. Their Spring Carnival was a great success and will now be an annual event for our families at the Francis Wyman School.

It has been said that "*It takes a village to raise a child,*" and we are, by all accounts, a very happy village!

Respectfully submitted,

Kathleen A. Burns, Principal

MEMORIAL SCHOOL

The year 2003 was both a positive and an emotional year for Memorial School. Our students did very well on the 2003 MCAS tests exceeding our Annual Yearly Progress targets as set forth by the accountability requirements of the federal *No Child Left Behind Act*. We maintained effective teacher - student ratios in our classrooms, sustained an excellent student attendance rate, and regained our music room. Many people were disappointed, however, as Memorial lost its bid to undergo a modernization and expansion of the physical plant. Our school is a safe and happy place where students and staff are challenged everyday to do their very best. They deserve tremendous credit for their achievements. As principal, I look forward to the day when they will have the advantages a revitalized school brings to the educational process.

During our September Annual Meeting, I outlined to parents and guardians Memorial's three major goals for the year:

1. Implement a new K – 5 Mathematics Program.
2. Increase Parent and Community Involvement.
3. Support the Memorial Revitalization and Expansion Project.

We are making excellent progress introducing the new mathematics curriculum. *Bridges* (grades K and 1) and *Investigations* (grades 2 – 5) are hands-on, problem solving programs that bring meaning and relevance to mathematics. As of today, I am happy to report that both programs are well on their way to taking a firm hold in our school

mainly due to our classroom teachers' determination and hard work.

Parent participation and community involvement keep growing at Memorial School. PTO membership is up, volunteerism is at a high, and students continue to play an active, supportive role as contributors to their community. In addition to helping the less fortunate, i.e. Toy for Tots, Coats for Kids, Baby John Fund, etc., our intergenerational program with Longmeadow Place gives students an opportunity to share quality time with some of our senior citizens.

Although the November 22nd vote to revitalize and expand Memorial School failed, the parents, staff, and friends of Memorial will continue to support the modernization and expansion of our school. This goal specifically addresses our vision of an environment that successfully integrates the essential components of a quality educational experience. A safe, pleasant, state-of-the-art school is one of the necessities to achieving excellence in education.

I would like to thank the Memorial School faculty and staff; our parents/guardians and friends, especially the School Committee, our PTO and School Council; the Superintendent and his administration and staff; and, most important, the girls and boys of Memorial School. These people continue to work very hard making sure our school is as good as it can be. I am very grateful to them.

Respectfully submitted,

Robert Teel, Principal

PINE GLEN SCHOOL

A variety of transitions have taken place at the Pine Glen School this year. Mr. Preston retired in the spring, ending a long career that had a positive impact in the Town of Burlington, our children, and families. Jane Dwyer was hired as the new Principal. Through retirement and changes in assignment, we lost several fine teachers. Kathy Hughes and Ann Lloyd, two excellent teachers who have served the district and enhanced the learning of so many children, retired last spring. At the very end of this calendar year, we lost another wonderful teacher when Eleanor Devaney retired. Also, Kathy Lawless is currently providing her expertise to the district in a new capacity, as a Math Coordinator. Teachers that were hired for this school year include Sarah Hayes, Doreen Began, Karen Potts, Carla

Beaulieu, and Elaine Babajtis.

Through redistricting, the Pine Glen School has added about ninety new students and their families to our learning community. In the spring, we held several events and meetings to support this transition. From the first day of school, all of our students and their families have assimilated, working together for the continued benefit of our learning community.

The elevator construction project has continued to go through its ups and downs. Due to delays over the summer, construction has been ongoing during the school year. The staff, children, and parents have been very patient and supportive, as we look forward to completion of the project. Next year this report will include information about our first rides, hopefully in late January. The Pine Glen community is grateful to the town of Burlington and the Town Meeting members who supported our school by funding this important project.

The Pine Glen School continues its tradition of excellence in instruction. While maintaining the quality literacy initiatives that have been established over the years, we have focused our energy on implementing the new math curriculum. Our staff is excited about the many ways that children are exploring numbers and deepening their understanding of math. Our School Council, PTO, and parents worked diligently to support our school. Some of the enrichment activities and programs that were provided included our newly completed Scholars' Garden, Field Day, the Halloween Dance, celebration of Read Across America, our Artists in Residence Program, Preschool Read Aloud, and Kindergarten Orientation. Chorus performances, instrumental music lessons, Italian, art shows, and technology rounded out the quality learning experiences that were provided to our children.

Parents, teachers, children, and the Burlington community have continued to work together to enhance learning and support the Pine Glen School. By holding on to valued traditions, while discovering new ways to learn, we look forward to another year of sharing and working together.

Respectfully submitted,

T. Jane Graham-Dwyer
Pine Glen School, Principal

THE BURLINGTON SCIENCE CENTER

The Science Center continues its efforts in supporting Science in all Burlington Schools. Some of the exciting methods used to create an exciting Science Program this year were:

- The Science of Sneakers exhibit featured the technology and history of athletic footwear. Local sneaker giants, Reebok, Keds and New Balance all contributed the newest high-tech sneakers for this exciting exhibit. Two pairs of original Keds sneakers from 1921 were highlighted. Students had the opportunity to view the exhibit for a two-week period in each elementary school.
- Each fifth grade student was provided with a Science Center fabricated study guide for Science MCAS preparation. This, combined with hands-on exciting science education, paid off with the grade 5 students scoring extremely high on the Massachusetts MCAS test administered in May, 2003.
- The Science Center continued many of its year to year Science Specials such as: Chick Hatching, Reservoir Habitat Trips, Tide-pool Trips, Maple Sugaring, Solar Programs, Tadpole Raising, Static and Current Electricity Programs and a variety of exciting physical, earth and natural science classroom lessons.
- Live animal programs once again sparked the curiosity of students. Featured animals included: snakes, turtles/tortoise, owl, hawk, African gray parrot, hedgehog, doves, frogs/toads, ferret, chinchillas and a host of insects/spiders just to name a few.
- Donations: The Science Center received several fascinating animal donations including a Sugar Glider, Opossum and Alligator. All of these animals were utilized in our popular live animal programs.
- The Beaver lodge in the Burlington High School wetland area continued to be a Science Center teaching project. All grade 4 students had the opportunity to visit the habitat and learn about the natural history of the Beaver and the wetland area.



Respectfully submitted,

John Papadonis, Wendy Pavlicek
and Mary Lou McQuinn

COMPUTER/MEDIA SERVICES DEPARTMENT

The high school started the new school year with two new computer labs for computer and math instruction. The English department also received a major upgrade of equipment to improve student access for writing and journalism. These improvements, coupled with new software and printers, provide students at Burlington High School with the proper tools to use technology to improve and enhance learning. The acquisition of a multimedia video projector for each department at the high school has increased the ability for teaching staff to access and use technology to introduce learning and provide information for entire classrooms at a time. This is part of a multi-year program to provide additional multimedia tools, including large screen monitors, new overhead projectors, DVD/Video combination playback units for teachers to use to deliver content and support materials to students at Burlington High School.

The middle school has increased the use of Portable Computer Handheld equipment as well as DANAs, a multimedia word processor Palm Pilot device to support extended problem solving in all grade levels. The technology teachers at the middle school have worked to assist teachers to use technology in their everyday lessons. The middle

school also received additional media equipment and printers to support the demand for more multimedia equipment in the classrooms. Key ongoing projects, including the use of technology in Physical Education to monitor and evaluate individual fitness programs for students, use of scientific probes for experiments in science, and the use of technology to support internet learning, continue to expand within the entire curricula of the middle school.

The elementary computer staff have been working on providing all grade levels K-5 with integrated technology learning based on teacher units and lessons. The staff and teachers are working on special projects which bring technology to the classrooms and support student use of computers in all subject areas. Pilot projects for a new technology tool called E-instruction provide students and staff the opportunity to use electronic learning devices to take tests and respond to lessons with their opinions and answers. Additional multimedia equipment has allowed each teacher to have an overhead projector in every classroom and additional large screen monitors provide teachers the technology for demonstration lessons in their classrooms.

The media centers of the district have been hubs for research, media literacy and expansion of learning in many subject areas. The district has provided funds to increase our book collections, improve our library video and DVD resources, and to expand the use of technology for research within each media center. Each school has provided special programs to students and community members to provide students and parents resources to expand reading literacy during the school year and during the summer reading program. Special summer camp experiences housed at several schools provided students who attended the programs wonderful reading and writing experiences.

The media and computer department staff extends a heartfelt thank you to the townspeople of Burlington for their support of these vital educational programs and support services.

Respectfully submitted,

Arthur Fallon

Coordinator of Computer/Media Services

MUSIC DEPARTMENT

The year 2003 saw some changes in the music program but many things have continued to stay the same. Some staffing changes occurred. Marshall Simonds Middle School saw the hire of Mr. Jeffrey Bolduc. Mrs. Jennifer Agati was hired and works in three schools. The positions were reshaped to better fit the changing program and the strengths of the staff. Mr. Bolduc is the new director of the Symphonic Band and Jazz Band while teaching instrumental lessons. He is also teaching four blocks of General Music. In addition, he comes to the high school three afternoons a week and teaches sectional rehearsal for Mr. Lovell and the High School Concert Band. Mrs. Agati is the director of the MSMS Concert Band, teaches lessons and four General Music blocks. In the Fox Hill School, she teaches first grade General Music. At Francis Wyman she directs the Fifth Grade Band and teaches instrumental lessons. In addition, she was also named the Color Guard Advisor for the High School. Both she and Jeff's positions are full time.

As usual, the year was filled with musical performances at all grade levels. Young performers from the Francis Wyman School presented concerts in March and December under the direction of Jack Butler and Kerry Gendron. At Pine Glen, Susan Lavoie presented her performances in May and December. At the Memorial School, music teacher Beth Mosier led her students in performances in May and December. At the Fox Hill School, Jeanne Coroniti directed concerts in May and December. Elementary instrumental instructors Kerry Gendron, Jennifer Agati and Mark Napierkowski directed bands at the elementary performances.

At the Middle School, students were featured in concerts in January and May. In addition, many other MSMS activities occurred such as the Scholars' Brunch, team assemblies, and the annual Vaudeville Show. Two small practice spaces were added to the stage area helping with the difficult limitations in space. Donna O'Neill started a new boys singing group that is sparking interest. She is also starting to teach sectional rehearsals for the chorus. She continues to direct the Chorus, A Cappella, Select Chorus as well as teaching 15 General Music Blocks.

The BHS Band under the direction of Matthew Lovell enjoyed a full performance schedule. The year began with a recruitment concert for eighth graders in January. The BHS Concert Band performed at evening concerts in March, May and December. The Marching Band, Color Guard, and

Dance Squad continue to perform at all BHS Football Games at home and away. The Band also participated in the Memorial, Halloween, and Veteran's Day parades, the Salem High School Invitational, assemblies, pep rallies, and the June graduation ceremony.

In December the Music Theory Lab was upgraded with new software. The Music Theory classes produced their seventh annual compact disk, "Theory is Life". Theory students continue to win composition competitions ranked highest in the state.

BHS choral groups, under the direction of John Middleton, performed in concerts in March, May, October and December. In addition, the groups continue to service the community by performing for the Senior Citizens, Historical Society, and the Rotary Club. The groups performed at the Great East Festival in Agawam winning gold medals. The annual spring musical GUYS & DOLLS was a success in many ways. The cast got a chance to shine on stage with a professional orchestra, a professionally designed set, and a state of the art sound system. The program is limited by the poor lighting system. The group sold over \$3000 in ads from the community. The Music Boosters organization with parent volunteers helped build the sets and costumes. The technology classes also helped. In June, an awards banquet was held to recognize the accomplishments of all music students.

The Music Department is filled with activities that foster the development of the students and the community. As always, we wish to thank the community for its continued support of our programs.

Respectfully submitted,

John A. Middleton
Music Coordinator

SUPERVISOR OF ATTENDANCE

The primary focus of the Supervisor of Attendance is the enforcement of the Department of Education regulations pursuant to compulsory school attendance. Children between the ages of 6 and 16 years are required to be enrolled in a public, private, or school committee approved home-schooled program. Daily attendance is monitored. Telephone contact is made with the home when notification of absence by the parent has not occurred. Habitual tardiness and absenteeism result in further intervention by the administration and appropriate action is taken. Parents

are encouraged to help their children maintain regular and timely attendance so necessary for the achievement of academic success.

Students between the ages of 14 and 18 years seeking part time employment may obtain employment permits from the Office of Pupil Services. Permits are issued specifically for the work positions stated on the certificate. When a student seeks another position, a new permit must be obtained. It is the responsibility of the Supervisor of Attendance to maintain records pursuant to student employment. The Department of Labor and Industries publishes a booklet providing information relative to child labor laws affecting student employment. Copies of these booklets are available to students in the Office of Pupil Services.

The Burlington School System participates in the National School Lunch Program. Eligibility for the program is determined by income guidelines published by the Federal Government. Any student attending grades K-12 may make application for free or reduced priced meals. These applications are available at the schools. Applications are accepted and processed at anytime during the school year.

The Department of Education requests that Spring and Fall Statistical Reports be filed each year. It is the responsibility of the Supervisor of Attendance to coordinate the filing of these reports which incorporate data relative to student enrollment. It is further the responsibility of the Supervisor of Attendance to perform other such duties related to school age children that may be requested by the school administration

Respectfully submitted,

Monica J. Curtin
Supervisor of Attendance

SCHOOL PHYSICIAN

All the regular physicals and the sports physicals for the high school have been completed. The physicals for the middle and elementary schools will take place in the spring.

All the students have been courteous and orderly during these physicals, and I thank them for their patience and cooperation. My thanks go to all the nurses and trainers for organizing and coordinating these student physicals so that this difficult task can go smoothly and efficiently.

My congratulations to the football team and their coaches for the best year of football that I have seen in my 20 years with the school department. Their determination and stamina under pressure and stiff competition were an inspiration to all of us as well as future generations of football players. My appreciation goes to the trainers for their assistance during the home games.

As always, my gratitude goes to the school department for giving me the opportunity to serve as their school physician these past 20 years.

Respectfully submitted,

Gary L. Goldfarb, M.D., F.A.A.P.
School Physician

BUILDINGS AND GROUNDS

During the past year the Buildings and Grounds Department completed improvements to the heating plants at the Pine Glen School and Burlington High School. The work involved the installation of a new boiler at the Pine Glen School and re-tubing and burner replacement at Burlington High School.

The installation of an elevator at the Pine Glen School was funded at the May 2003 Town Meeting and construction began in the summer of 2003. The scheduled completion date for this project is January of 2004. This will make the Pine Glen School fully accessible at all levels for persons with disabilities.

The Burlington School Department buildings continue to see significant improvements through the support of the School Committee, Ways and Means, Capital Budget, Town Meeting Members and numerous Parent Teacher Organizations. The students and staff can continue to look forward to a safe and clean educational environment. The Buildings and Grounds personnel thank those involved for their past and future support in our effort to make the Burlington School Department a showcase for all users.

Respectfully submitted,

Craig Robinson, Director

SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT

The Shawsheen Valley Regional Vocational Technical School District is pleased to submit its 2003 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 34th anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The elected representatives of the 10-member Regional School Committee that governs the District are: Mark Trifiro and Donald Drouin from Bedford; Kenneth L. Buffum, Vice Chairman, and Bernard F. Hoar, Treasurer, from Billerica; Paul V. Gedick and Alfred Verrier from Burlington; J. Peter Downing and Patricia W. Meuse from Tewksbury; and James M. Gillis, Secretary, and Robert G. Peterson, Chairman, from Wilmington. Charles Lyons has been Superintendent/Director of the District since 1987.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand two hundred and ten high school students were enrolled in SVTHS's day school programs in October of 2003, and more than 600 adults participated in the school's various adult and continuing education courses.

The high school graduating class of 2003 numbered 241 seniors. By September of 2003, 38 percent of Shawsheen Tech graduates were employed in their area of expertise; 54 percent of the graduates were pursuing higher education; one percent entered the military forces; and seven percent were employed in other trade areas.

Shawsheen Valley Technical High School continues to benefit from a growing appreciation within the School District for the comprehensive secondary-level experience offered at the school. In its instructional approach, vocational education provides an immediate and realistic context for students, many of whom prefer and flourish in this type of hands-on, intuitive experience. The activities that comprise the state-of-the-art vocational curriculum not only result in unique educational achievement not realized in the traditional academic experience but also support a

communication between the teacher and student whose historic origins lay in the relationship between the apprentice and the master crafter.

Academic Programs

The core of the Shawsheen educational experience also consists of a strong academic component, pre-eminent among the state's vocational schools in many standardized measures of knowledge and ability.

MCAS Performance: In the spring of 2003, Shawsheen's sophomores (members of the class of 2006) outperformed all other sophomores from all other Massachusetts vocational schools on measures of English Language Arts performance and on combined measures of English Language Arts and Mathematics performance. Within the regular-education population (students who are not identified as disabled and who are not receiving Special-Educational services), 94 percent of the tested students passed the MCAS test on their first attempt. Within the Special-Education population, 51 percent of Shawsheen disabled students passed the test on their first attempt. Both the regular and Special-Education scores significantly exceeded statewide averages. Shawsheen has also had noteworthy success in attaining the MCAS standard through the performance-appeal and alternate-assessment options.

The performance of these students in the spring of 2003 — along with the improvement observed between that year and the preceding test years — strongly suggests the effectiveness of the English Language Arts, Mathematics, and Support Services programs and can be linked to:

- Extensive curriculum development and rigorous classroom instruction focused on outcomes aligned with Department of Education Curriculum Frameworks in all core courses.
- Application of computer assisted instruction to support and enhance attainment of essential skills.
- One-on-one tutoring involving prescriptive teaching strategies, level-appropriate instructional materials, and individual instruction utilizing MCAS test item analysis.
- Saturday MCAS-preparation sessions.
- Summer MCAS-preparation sessions including mathematics and writing clinics.

Athletics

For the third time in seven years, the athletic program was honored as the recipient of the prestigious Walter Markham Award, presented annually by the *Boston Globe* in recognition of the most successful vocational-school athletic program in the Commonwealth of Massachusetts.

Over 360 students participated in interscholastic athletics, capturing Commonwealth Athletic Conference championships in football cheerleading, girls' basketball, basketball cheerleading, baseball, and softball. SVTHS state-tournament qualifiers included the boys' soccer, girls' soccer, boys' basketball, girls' basketball, ice hockey, baseball, softball, and lacrosse teams. The wrestling and softball teams won state vocational titles. The baseball and girls' basketball teams also qualified for the state vocational tournament.

In addition to these outstanding teams, SVTHS athletics developed exemplary individual athletes. Jennifer Elwell of Tewksbury was selected to the *Boston Globe* and *Boston Herald All-Scholastic* softball team for the second consecutive year. Ashley Morgado of Wilmington became the highest basketball scorer in the school's history.

Building and Grounds

During the Summer of 2003, the Health and Fitness Center was completed. In addition, the first floor of the field house was completed. The parking lot was resurfaced and new curbing, where necessary, was installed. All sidewalks were crack-sealed and seal coated. Approximately 3,000 square feet of new flooring was installed to the corridors, and a new coat of paint was added. Five hundred student lockers were painted. Business Tech was rebuilt and new carpet was installed in that area. Floor improvements extended to the Internet Technology area, where new floor tiles were installed.

The safety committee made various improvements including new signage and the installation of safety air guns and additional fire extinguishers.

The anull fire suppressant system in the culinary arts department and bakery shop was replaced with a new fire-code approved system.

Adult Evening School: The Adult Evening School continues to offer a wide variety of opportunities to adults interested in expanding their knowledge and skills. More than

thirty courses are offered during both the fall and spring semester. The enrollment in these courses has exceeded six hundred adult learners during the past year. Course offerings include a variety of traditional vocational programs such as welding, electrical, woodworking and collision repair as well as technical programs in Adobe Photoshop, web design, computer repair and computer applications. Residents interested in taking these and other types of practical courses are encouraged to call Mr. Raymond Callahan, Adult Education Coordinator at (978) 667-2111 for information and/or a brochure.

School of Practical Nursing: During June commencement exercises, the School of Practical Nursing graduated its eighth class, comprising 31 Licensed Practical Nurses. Since its inception in September of 1994, a total of 288 students have successfully graduated from this program and have gone on to rewarding careers as licensed practical nurses. This intense ten-month program offers qualified adults a combination of evening coursework and clinical externship experiences that prepare aspiring healthcare professionals for the licensed practical nurse exam. The significance and benefit of this valuable program to the community is magnified by the extreme shortages of qualified healthcare professionals that exist both locally and nationally. Residents interested in applying to the LPN program are urged to contact Assistant Director Patricia Noonan at (978) 671-3646.

Middle School Career Awareness: Over 350 middle school students from the sixth, seventh, and eighth grades of the five district towns participated in career awareness activities at SVTHS after school during the winter of 2003. Each student was provided with the opportunity to spend a total of five hours exploring each of eleven different career path options encompassing the manufacturing, transportation, services, information technology and construction industries. Mr. Mark Small administers this program. He can be reached at (978) 671-3615 for registration information. The program is free of charge and is available for district middle-school students. Busing is provided by SVTHS.

Tech Prep: SVTHS is very proud of the articulation agreements that it has developed with nine local colleges. Through the nationally recognized "Tech Prep" program, these agreements provide qualified SVTHS students with the opportunity to receive college credit for coursework completed prior to high-school graduation. Students receive post-secondary credit when they matriculate into a

degree program at one of these institutions. These "Tech Prep" articulation agreements serve to further develop career paths for our graduates, maximize their interest in obtaining advanced degrees in their vocational-technical areas, and assure that students are engaged in a post-secondary educational career path that is both relevant and rewarding.

Summer School: SVTHS offered twenty courses to one hundred and forty-five students from surrounding towns and school systems during the summer of 2003. Courses were offered in English 8, 9, 10, 11, and 12; Mathematics 8, 9, 10; Algebra 1; Algebra 2; Geometry; U.S. History; World History (Civilization); World Cultures; Social Studies; Civics; Lab Physical Science; Lab Biology; Earth Science; and Physical Education. Many courses are team taught, requiring students to complete integrated research tasks in a state-of-the art PC lab. In addition, developmental and remedial instruction was offered by certified Consulting Teachers of Reading using traditional and technologically-assisted instruction. Individual and small-group pull-out tutoring is available for students whose Educational Plans stipulate these services. Individuals seeking summer-school information should contact Dr. Robert Kanellas, the Summer School Coordinator, at 978-671-3631.

Computer Services

Student Information System: The Computer Services staff completed the 2003 Academic School Year using the new "iPASS" student information system. For the first time at Shawsheen, the system provided transcript information for the additional credits given for Health & Safety as well as Career Awareness from the freshman exploratory program for the ninth grade class. During the summer, all academic student scheduling as well as ninth grade exploratory scheduling was completed for one of the highest student enrollments in recent years. In addition, for the first time this past fall, freshman students received shop exploratory report cards at the same time as their first academic report card rather than later in the year. For the second quarter Mid-Term Progress reports, teachers used "iPASS" for the first time to enter grades for a new Mid-Term Progress report rather than doing the reports manually. At the end of the year, the computer staff started work on a Certificate of Occupational Proficiency report that will allow vocational teachers to provide each student with a detailed report of the student's competencies in his or her shop area.

Computer Network: In February, a new wireless computer lab was installed in the Automotive related lab. During the summer, the network staff redesigned the TCP/IP network and VLAN's to improve performance and manageability of the school network. The staff also converted the school's Windows NT 4.0 servers to Windows 2003 servers and Active Directory. In addition, a new Windows 2003 server was installed to support the increased requirements of the Special Needs department. The network staff also upgraded one of the academic computer labs with new Dell PC's during the summer and reconfigured the three Business Technology labs along with two reading labs. In the fall, the staff set up a new Cyber Imaging computer product, which allowed the Cosmetology department to increase their use of technology for the students. The staff also installed a new virus protection system on all desktop computers in the building.

Staff: Scott Ouellette was hired as a computer network technician in the Computer Services Department. Scott was the top graduate from the Internet Technology shop at Shawsheen Tech for the class of 2002. He is also working towards his Bachelor's degree at UMASS-Lowell.

Dean of Students

Project 540 Degrees, a nationwide initiative involving 250 high schools designed to encourage and engage young people in active citizenship, is continuing at Shawsheen Tech. Students involved in this exciting program have implemented a plan for creating awareness of Shawsheen's extra curricular activities through a bulletin board purchased with grant funds from the Pew Charitable Trusts. The students involved in the project facilitate dialogues in classrooms then create proposals for school and community change.

The Dean's Office *Team Dating Violence Awareness Group* plans to continue raising funds for a local shelter, to whom the group has donated \$319 towards the purchase of a new swing set.

Guidance

Admissions: Applications for the freshmen class for fall 2003 eclipsed five hundred. Three hundred twenty-five students were enrolled. These statistics reflect a continuing trend of increased interest in the technical education offerings of Shawsheen Valley Technical High School as well as a modest increase in the number of eighth-grade students in the district.

College and Career Planning Night: The annual college and career-planning night held in early November attracted over 400 people. In addition to Shawsheen Tech seniors and their parents, invitations were extended to eleventh and twelfth grade students residing in the five district towns.

This comprehensive endeavor included representation from 29 local colleges and career schools, five branches of the armed forces, and various local employers. In addition, financial aid strategies and resources along with a detailed presentation on the process associated with financial aid assistance were presented by a representative from the Massachusetts Education Financing Authority (MEFA).

Cooperative Education Program: The cooperative education program, which represents a partnership between Shawsheen Valley Technical High School and local industry, affords eligible students the opportunity to gain meaningful work experience in their field of study. In December 2003, over 70 seniors were in the cooperative education experience. Over 250 area businesspersons serve on Shawsheen Tech's Craft Advisory Committee — monitoring and ensuring up-to-date curriculum, equipment, content and technology. Among the first to hire graduates from school programs for which they actively serve as consultants, members of this comprehensive committee meet twice each year with Shawsheen Valley Technical High School administration and faculty.

School Council

During the 2002-2003 school year, the School Council, co-chaired by Assistant Superintendent-Director/Principal Robert Cunningham and parent Nancy Higgins, reviewed and recommended the initial school budget prior to submission to the School Committee and endorsed a new School Improvement Plan that enhanced curriculum standards, students' attitude for success, guidance services, communication, parent involvement, computer applications, professional development, and building needs.

Technical Programs

Automotive: The Automotive program successfully completed its three-year National Automotive Technician Education Foundation (NATEF) review, meeting all required standards with regard to curriculum, equipment, tools and teacher certifications. All instructors in the program are Automotive Service Excellence (ASE) certified

expert technicians and are committed to keeping their knowledge and skills current. As a result of the faculty's ongoing, professional commitment, students are prepared to meet the standards of a constantly changing industry.

September marked the opening of Automotive program's renovated and upgraded related theory classroom. Completion of this project has made possible student access to a program called Automotive Information System using one of 20 on-line computers at each student desk. Automotive Information System is an unlimited curriculum and resource for safe auto-repair instruction, technical information, and the latest updates on specific jobs. The program also allows teachers to obtain lesson plans for job-specific repairs and data repair for every car used for demonstration or service.

The related classroom uses many engine mock-ups, parts displays, posters and even a full-size break-away car as instructional resources in formal instruction. The teacher's ability to visually and kinesthetically connect instruction to these resources conspicuously and measurably enhances the students' understanding of automotive theory.

Through capital funding, a new state-of-the-art alignment rack and lift have been purchased and installed in the shop. This purchase will allow the students the opportunity to develop competencies that will make them more marketable upon graduation. In addition, it meets the highest safety standards available in lift equipment today.

The automotive program continues to meet vehicle repair requests from our sending towns. The recent repair and painting of the town of Burlington's DARE vehicle is a good example of a project that helped the town and provided the students with a valuable learning experience.

Auto Body: The Auto Body program is a National Automotive Technical Education Foundation (NATEF) certified program, having met all the required standards for equipment, curriculum and teacher's certifications. Satisfying the rigorous standards of the National Automotive Technician Education Foundation (NATEF) requires instructor diligence and commitment to students. The single mission of the NATEF is to improve the quality of automotive service and repair.

Since the completion of the new automotive computer lab, Auto Body students are able to access the on-line NATEF curriculum, which allows them access to up-to-date automotive technology. The Auto Body program also added

an online safety program to its curriculum this year. At the completion of this program, students receive a safety certificate that is recognized throughout the industry.

Air Conditioning & Refrigeration (ACR): ACR is a constantly changing industry. To meet the educational challenges of these changes, the ACR program has purchased and received donations of new air conditioning and heating technology equipment. Training students on the latest equipment is a critical requisite for meeting the expectations of future employers. Many of these donations were obtained from local businesses and advisory members who have supported the program for years.

The ACR program trains its students on real, live work through community work requests and major school projects. The students are presently installing a heating system at the Howe Museum for the town of Billerica. Two other important educational projects that ACR students have recently completed on Shawsheen Tech's grounds are the field-house heating and cooling systems and a cooling system for the science labs. ACR's curriculum includes a maintenance and trouble-shooting component that not only provides necessary training to the students but also provides a valuable service to the SVTHS Maintenance department. This service is also cost-effective to the district.

New disconnect switches have been installed in all the student workstations, and a lock-out-tag-out system has been purchased to enhance the shop's safety environment. The curriculum has been updated to include training in the system as well as many other new safety procedures for the program.

Business Information Services: The supervised externship program will be implemented during the third term this year. Students gain important office skills through this program and will be able to provide needed support and help to area town facilities during a continued time of fiscal restraint. Many of last year's seniors have continued in their positions as full-time employees at the various local businesses and town facilities.

The three business labs have been renovated to meet the technology standards of the industry. Changes have not been limited to the building itself, but equipment has been purchased as well, which will improve the efficiency of all the computer equipment in the labs. The completion of the project has resulted in a safer and improved environment for learning.

By completing Business Information Services' new Microsoft Training Program, many students have received a Microsoft Certification.

The marketing curriculum has been expanded this year to increase students' opportunities upon graduation. Competencies are developed through the operation of the school store and through the compilation, collection and distribution of the morning food break orders for the entire school.

Carpentry: The Carpentry department, along with all the construction trades, is in the process of completing a split-level house. The house will be turned over to the Billerica Housing Authority upon completion. The students developed skills in framing, exterior finishing, roofing and interior finishing through the construction of this home. This outside project not only provides students with valuable live work in which to develop competencies but also instills community responsibility in the students. The following are other community and school projects in which the department is involved:

- Shawsheen Tech field house.
- Shawsheen Tech baseball dugout renovation.
- Billerica Vining School sign.
- Billerica Elks gazebo re-roof.
- Billerica Howe Museum renovation.
- Burlington Police Station project.
- Tewksbury Elks picnic tables.

These projects provide a tremendous savings to the school-district towns and community organizations as well as work experiences for the students.

Cosmetology: The Cosmetology program has expanded its community service program in which teachers are accompanying 10th and 12th grade students to sending communities' nursing homes, senior centers and assisted living facilities. This year, the program was expanded to include a new elderly event, which was dubbed Elderly Citizens Day. On this day, elderly citizens are invited to the school for beauty makeovers and a lunch in the dining room. These types of programs provide students with real, live work and at the same time instills compassion for our elderly population. In addition, many of our local citizens take advantage of cosmetology's services at the school on a regular basis.

The Cosmetology program has recently purchased cyber-imaging software and an equipment program, which were recommended by the Craft Advisory Committee. As a result of this curriculum update, students will have the skill and knowledge to obtain employment in salons with the latest technology in hair design.

The Cosmetology instructors recently and proudly announced that all of the preceding year's Cosmetology graduates — seventeen students in all — have received their state cosmetology licenses. The breadth of this accomplishment strongly suggests the instructors ongoing commitment to instructional excellence.

Culinary Arts: The Culinary Arts department is in the process of updating curriculum and equipment to meet the standards of the American Culinary Federation (ACF). Completion of the necessary documentation and an evaluation of the program by the American Culinary Federation (ACF) are being planned for this year. Once the program receives this certification, the students will have the opportunity to take the American Culinary Federation (AFC) exam and receive their American Culinary Federation (ACF) credentials. In addition, this year's culinary students will gain knowledge and skills that will prepare them to take the Serve-Safe certification exam. Many food establishments require this credential as a condition of employment today.

Overseeing the operation of the Ram's Head Dining Room continues to be a valuable aspect of the culinary program. The dining room allows the public to have an enchanting culinary experience four days a week for a very reasonable cost. Two noteworthy events for which the culinary department prepared meals during the current year included:

- The annual Craft Advisory Committee dinner for which they planned, prepared and served 250 Advisory Committee members, and
- Four citizenship awards banquets in which students were honored for high character.

Another key aspect of the Culinary program is the bakery, a program in which students learn to create breads and pastry and to operate a retail bakery, open to the public four (4) days a week. The bakery also supplies many items to the culinary program for the students' break service.

Diesel: The Diesel program has replaced their corrosive alkaline-based hot cleaning tank with a new environmentally friendly aqueous spray tank. This purchase has provided for a safer method of working with chemicals and produces no hazardous waste materials. Owing to the generosity of a local company, students are being trained on the operation of a donated automotive machine lathe, allowing them to develop competencies in boring, planning, and counter boring engines and cylinder heads. A Volvo Penta Marine diesel was also donated to the program recently for the purpose of training and testing students. The program continues to update its Mitchell on-Demand DVD system with the annual purchase of new software.

The Diesel program is National Automotive Technician Education Foundation (NATEF) certified, with the instructors meeting Automotive Service Excellence (ASE) certifications in all areas of instruction. Mr. Havens is also an evaluation team leader for the organization, which allows him to stay current with all regulation changes each year. In addition to National Automotive Technician Education Foundation (NATEF), the program maintains national certifications in Mechanical Repair Pollution Prevention and an online safety program called SP2.

Some of the work projects students have accomplished this year include the:

- Rebuilding of a Ford F-250 engine and transmission.
- Rebuilding a rear axle housing on a John Deere tractor.
- Reconditioning the fuel system, transmission, and brakes for a handicap van donated to Shawsheen Tech.

Drafting: The Drafting program is certified by the Drafting and Design Association — the first program in the Commonwealth of Massachusetts to receive this national certification. The association was so impressed with the quality of the application and knowledge of its instructors that they have asked Mr. Andy Botticelli, drafting instructor, to chair the curriculum committee for its organization and to provide support to other vocational schools in the Commonwealth. The 12th grade students will have the opportunity to obtain a certification from the Drafting and Design Association for the first time this year.

Some of the software programs on which drafting students are developing skills are: Auto-CAD, Solid Modeling, Pro-E, and G.I.S Terrain Modeling. Although the students adhere to a strict and vigorous curriculum, they still have the chance to gain real project experience by completing community requests and school drawing needs. The following are a few examples of completed projects this year:

- Shawsheen Tech's master signage plan.
- Shawsheen Tech's parking lot design.
- Design and construction drawings for the Girl Scout's ecology sign.
- Machine Shop renovation design and construction drawings.
- Billerica Fire Department's school floor plan project.

The efforts of the Drafting instructors have resulted not only in the most technologically advanced drafting program in the state but also — and more importantly — in pre-eminent learning and employment opportunities for their students.

Electronics: Based on Craft Advisory Committee recommendations, the Electronics instructors spent much of the recent summer redesigning the shop layout. Workbenches, equipment, computer stations, storage cabinets, and electrical and computer cables were moved. Although none of the relocations were easy, the dedicated Electronics instructors completed the tasks themselves, creating a shop environment that is more efficient and conducive to learning.

Through capital budget funding, the program was able to purchase Lab-Volt and NIDA computer-based instructional equipment. In order to utilize this equipment to its fullest capacity, the staff members developed a new curriculum, which exposes the students to a much wider and more difficult range of projects. In addition, the curriculum was revised to include computer repair at the sophomore level.

In order to implement a rigorous curriculum reflecting technological changes, Mr. Richard Galante was added to the Electronics faculty. His extensive experience and knowledge of the electronics and computer industry has strengthened an already talented team of instructors.

Electrical: The Electrical students continue to gain a wide range of competencies through outside projects. They obtained skills and knowledge in the industrial aspect of the field this past year by completing the wiring of the

school's new field house and concession stand. Completing the Billerica Housing Authority house project provided the students with the necessary residential wiring experience needed this year. The students are developing skills in maintenance and trouble shooting with an on-going commitment by the department to support the maintenance staff with constant repair requests.

To accommodate the physical demands of a growing student population, the program has redesigned its shop space to include more workstations. Disconnect switches were recently installed in each student workstation, creating a much safer shop environment with the integration of a lock-out tag-out system. The Electronics faculty expresses its professional gratitude to two Advisory-Council members, the Interstate and Tocco Electrical Companies, for their donation of the equipment used to make this safe change possible.

Graphics: The Graphics department has kept pace with technology by purchasing new G5 computers and upgrading its operating system. Revisions were made in the curriculum to accommodate these purchases.

The students in the Graphics program develop valuable competencies by completing various printing projects for the school and district towns. The students also oversee the copying center where materials — such as student handouts, exams, and instructional worksheets — are duplicated for the administration and instructional staff.

Health: All Health seniors were placed at a medical facility or nursing home during the first week of school in the senior externship program allowing them to gain experience working under real conditions, which is not possible in a school setting. Many of this year's seniors have been placed on co-op as Certified Nursing Assistants, Medical Assistants and Child Care Aides. This year's placement rate and externship program are good evidence that the program's curriculum is preparing students for today's job market.

CPR training will soon be added to the Medical and Nursing Assistant curriculum, and a one-year childcare theory course is being considered based on the Advisory Committee's recommendations and employer needs within the district.

The Licensed Practical Nursing (LPN) program currently has 36 full-time evening students working at Tewksbury Hospital, Lowell General Hospital, and New England Pediatrics. The LPN students begin their studies in August each year and graduate the following June. The graduating class of last year had comprised 31 students, 29 of whom passed their state boards and received LPN certification.

Internet: The Internet program's two labs were completely renovated last summer necessitated by its expanded curriculum. Student workstations, which were designed to facilitate the computer-repair component of the curriculum, have allowed more open space within the shop. Telecommunication, electrical and computer-service wiring were relocated; walls were painted; and new flooring was installed. In addition, three new servers along with a new Internet wiring system were purchased and installed by the students, giving them a practical, hands-on experience.

Due to a change in the curriculum this year, grade-12 students have been learning the software and hardware components of A+ computer repair technology, which has resulted in 17 of 19 students receiving A+ certification in both areas. The remaining two students have passed the hardware portion.

Students in the Internet program are also exposed to the CISCO curriculum, which is based on the Certified Network Administrator Certification. Upon completion of this grade-12 curriculum, students will be prepared to take the certification exam. Other important additions to the curriculum include Microsoft applications and Unix and Java training.

The students have been involved in many community projects this year, which include:

- Fire Department Maps
- Billerica Plan
- Web Upgrades

At the recent joint conference of the Massachusetts Association of School Committees and the Massachusetts Association of Schools Superintendents at Worcester Centrum Center, nine Internet students put on a high technology demonstration, demonstrating their competency of Shawsheen's Internet students and, at the same time, the efficacy of the Internet curriculum.

Machine Technology: The Machine Technology program is a National Institute for Metalworking Skills (NIMS) certified program that has met all of the NIMS standards for curriculum, equipment and staff credentialing. Maintaining this certification is contingent upon students earning credentials. At least 25% of the students have to pass the Level-I exam and 50% need to pass the Level-II. exam. As a result of meeting these criteria, NIMS has extended the certification until January 1, 2005. Due to the quality of the Machine Technology program and the instructor qualifications, NIMS has recruited the instructors to become part of their evaluation team for other schools throughout the state. For the first time last June, graduates qualified to take the NIMS certification exam. All the graduates took the exam and received the desired credentials.

In order to keep its equipment up-to-date and safe for student use, the Machine Technology program has rebuilt two lathes each year, recently completing the process. The program's CNC software program, Master Cam, was updated to insure that students are learning on the version most commonly found in industry.

As a way of meeting many machine competencies, the students in the Machine Technology program have completed several projects to support other program needs throughout the school and community including:

- New door signs for all school doors
- Clock for Parent Council
- Golf Tournament gifts
- Tewksbury water treatment plant flange project

Masonry: The Masonry students have completed work on the field house and concession stand. This project has allowed the students to develop advance competencies not otherwise possible, which included the construction of quoin corners and brick projections around all windows and doors, along with the tiling of all shower stalls. To complete this project, the students laid over 20,000 bricks and 6,000 blocks, poured and finished 150 yards of concrete, and installed 300 square feet of tile. In September, the students started the challenging task of rebuilding the baseball dugouts. The students will be matching the architectural design of the field house using similar brick and quoin corners, and — in this painstaking process — their workmanship will rise to the level of any in the trade.

The Masonry instructors have updated the program curriculum to include marble and granite competencies. The change in the curriculum was based on employment opportunities in the area and Craft Advisory Committee's recommendations. As part of their curriculum requirement this year, the grade-12 students completed a 10-hour OSHA safety course, an experience that will provide them with more employment opportunities upon graduation.

Metal Fabrication: The Metal Fabrication program has again made upgrades to its equipment and curriculum this year. Funds acquired through a Perkins Grant enabled the purchase of a new CNC break, which will support instruction in the latest CNC technology and, in turn, open a wide range of employment opportunities for the students. The safety features of this CNC break is second to none and will allow the student more independent use of the machine.

Because the Metal Fabrication program is a National Institute for Metalworking Skills (NIMS) certified program, the students will have the opportunity to take the NIMS certification exam this year. This certification is the most widely accepted in the industry. Students who obtain NIMS certification earn skill recognition, boost self-confidence, build creditability in the work place, and improve job opportunities and job placement.

The students have gained new knowledge and developed new skills completing projects that have benefited the school and town including:

- Billerica walkway bridge.
- Shawsheen maintenance repairs.
- Parent Council gifts.
- Golf tournament gifts.

Plumbing: Mr. Thomas Villandry accepted an instructor's position in the Plumbing department this year, bringing to the program invaluable experience and a master plumber's credentials. Upon his arrival, Mr. Villandry assumed responsibility for the grade-9 exploratory program and the grade-10 shop program.

Community and school projects are an important part of the program's curriculum as they provide students with real, live work. These projects give the students the opportunities to improve and complement basic competencies learned at the lower grade levels. Outside projects such as the Billerica Howe Museum and the school's field house allowed the students to develop industrial skills.

Participating in the completion of the house project for the Billerica Housing Authority provided the grade-11 and -12 students with skills and knowledge in residential construction. Developing troubleshooting skills is also important and is accomplished through the program's maintenance curriculum, which also helps keep the school's plumbing system working effectively. An important maintenance project this year has been the repair and installation of eye-wash stations throughout the school. Efforts from the Plumbing department, as well as the other construction programs, are helping Shawsheen Valley Technical High School become a safer place for students to learn and staff to work.

The instructors have constructed a new steel rack in order to facilitate the implementation of more advanced venting and drainage projects. This new rack system will facilitate the completion of shop projects that require various types of materials and clamping systems. In addition, this rack arrangement is much safer and provides more visibility of student activities in the shop.

Technical Illustration: Technical Illustration has made significant changes in its curriculum and equipment this year. Revisions have been made in the curriculum to support the upgrade in Photoshop, Desktop Publishing, Illustrator, and In Design software.

Through capital funding, the program purchased 20 new Macintosh computers and a computer mobile lab for their related program.

The continued success of Technical Illustration students at Skills USA-VICA demonstrates the level of instruction and the skills students developed in the Technical Illustration program. Students from the program earned three medals at state competition.

Meeting the requests and needs of the school and sending towns engages the students in live work that typically requires a demanding time-line and high-quality standards.

SKILLS USA-VICA: SKILL USA-VICA is a national organization allowing vocational/technical students the opportunity to enter specific skill competition and participate in numerous leadership events.

At the North District Conference last spring, 80 Shawsheen students competed and won 36 medals. Of

those 36 students, 24 went on to win a medal in state competition, which included three gold medals. The three gold medal winners went on to compete at the national level and did an outstanding job representing Shawsheen Valley Technical High School in the areas of Business, Masonry and Internet.

Certificate of Occupational Proficiency (COP): The COP is the Commonwealth's assessment program for technical education. It is being designed to measure the attainment of industry-based skill standards of students enrolled in technical education. Currently, the Department of Education has approved a competency list from the following eight occupations:

- Automotive Technology
- Cosmetology
- Culinary Arts
- Horticulture
- Carpentry
- Electronics
- Graphics Communications
- Marketing

Shawsheen has taken a leadership roll in the COP process with many of the school's instructors providing their expertise as committee chairpersons and/or members.

Safety: Under the direction of the Director of Community Services, Mr. Roger Bourgeois, the school is in the second year of a five-year process of developing and implementing a school wide safety and health plan. The development of this plan includes work practices, equipment, tools, environmental issues, and educational curricula in all programs. The committee overseeing the development and implementation includes administrators, teachers, students, and safety experts from industry.

The implementation of the plan began this year with a vocational staff member in each program developing a safety plan that included updated safety curriculum for each piece of equipment and work practices. A student record safety plan consistent throughout each program has been put into place. A safety audit has been conducted in each program to evaluate shop equipment and environment. As a result, new safety equipment has been purchased, signage improved, storage practices changed, and environmental issues addressed.

Through the efforts of Mr. Roger Bourgeois and the instructors in the construction programs, all seniors in these programs have obtained an OSHA certification card. The students attended a 10-hour seminar at the onset of the school year during which they learned all aspects of construction safety. This certification provides Shawsheen students with more job opportunities, since many construction companies require this certification as part of a hiring policy. Plans are also being completed to implement a 10-hour OSHA general industry safety program. Students who complete this program will obtain a 10-hour general industry OSHA card.

Conclusion and Acknowledgement

The SVTHS District School Committee, staff, and students gratefully appreciate the support that they receive from the residents of the 5-member District. The SVTHS family especially acknowledges the continued financial support of the local Town Managers, Finance Committees, and Town Meetings, who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth.

The District is grateful for the significant contributions provided by Shawsheen Tech staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2003. Those retirees are:

- Virginia Babine, Financial Administrative Assistant
- Daniel Dorazio, Groundskeeper
- Nancy Fox, Support Services Teacher
- Mary Hawes, School Office Secretary
- Alice Houghton, Dining Room Supervisor
- Mary Jamieson, Cafeteria
- Leslie Marsh, Permanent Substitute Teacher
- Pat McDonough, Cafeteria
- Margarida Mello, English Teacher
- Patricia Smith, Guidance Office Secretary
- Daniel Trainor, Guidance Counselor

Respectfully submitted,

Charles Lyons
Superintendent Director

BCAT

Burlington Cable Access Television continued to be an important and highly visible resource to the community in 2003, and became a central vehicle for information in a way that it had never been before. 2003 started off as a difficult year for the BCAT community. Ernie DeMartinis, the founder of BCAT and president for 15 years, passed away in February. Our Annual Meeting and Open House held in April included a special tribute to honor Ernie for all of his dedication to BCAT and to the Burlington community.

BCAT offered a new service prior to the April election, offering all Town Meeting candidates the opportunity to make a five minute presentation to let their constituents know more about them and where they stood on the issues. In the fall BCAT was a buzz because for the first time ever the BCAT studio was the host of the BCSF (Burlington Community Scholarship Foundation) Telethon. This annual community scholarship telethon, which has brought the BCSF endowment to over one million dollars, was typically taped at the Fogelberg Auditorium. Also in the fall this year, things heated up over the Debt Exclusion Vote. Representatives on both sides of the issue utilized BCAT and produced programs to explain their side of the issue. BCAT also produced a debate with two representatives from each side in conjunction with the editors of the two local papers.



The BCSF Telethon on stage at the BCAT Studio. Pictured left to right, Telethon host Jack Ferren, Todd DeMartinis, son of late Telethon Producer Ernie DeMartinis, and Joan Miles, President of the BCSF. Photograph by Richard Linder

Many quality programs continued production, while we saw the premiere of new, interesting programming, and the retirement of others. Entrepreneurs' Corner premiered early in 2003. This program produced by resident, town meeting member and entrepreneur Sally Willard is hosted by herself and fellow entrepreneur, BBRT president Kathi Molloy. This program features local entrepreneurs' and offers tips on how to be successful. Another notable program that joined the BCAT lineup is the live call-in program "Beneath the Surface". Resident Paul Murano is the producer and host of this hot topic, issues packed program. BCAT saw the retirement of "The Town Report", a program produced and hosted by Daily Times Chronicle Editor John White. "The Town Report" was in its 9th season and 96 programs were produced. BCAT would like to extend our appreciation for John's years of service to the production of such an informative and quality community program.



BCAT President Rick Karwan presents a plaque of appreciation to John White, Editor of the Daily Times Chronicle and Producer of "The Town Report" for his years of service with the program. Photograph by Karwanphotos.com

Other Highlights in 2003

- Caroline Herda was named volunteer of the year for her volunteer hours with BCAT specials such as Pride Day coverage, the BCSF Telethon, the Burlington Homecoming Parade, a regular on the Concerts on the Common crew, and co-host of the Redd Sock Show, a trivia game show featuring Redd Sock, a sock puppet.

- BCAT continued with our transition into the digital domain. As the popularity grew with our digital Final Cut Pro editing system, we purchased our second system. We completely renovated our Dub System, so now residents can request either VHS or DVD copies of their favorite programs. We've also added more DVD players to play our programs on and added a DVD recorder to our studio control console.
- Many new special productions were produced including "The Tour of the Marion Tavern", the return of the game show series "Climbing the Ladder to Higher Education" produced by the BCSF and hosted by the Superintendent of Schools, and great coverage of this year's Burlington Pride Day produced by production coordinator Derek Blakeman.
- BCAT saw one structural change in 2003 in the Board of Directors. Brian Curtin joined the Board as Treasurer in March of 2003 to fill the vacant seat.

Respectfully submitted,

Jennifer Dodge, Executive Director,
Burlington Cable Access Television

Rick Karwan, President,
Burlington Cable Access Television

Board of Directors:

Arlene DiRocco, Vice President
Brian Curtin, Treasurer
John Hofferty
Edward Hastings
Virginia Mooney
Herbert Clancey
Jim Melchionna
Robert Zahora

BURLINGTON COMMUNITY SCHOLARSHIP FOUNDATION

We are pleased to announce that our endowment now stands at 1.2 million dollars. We raised a total of \$52,000 plus in pledges in our annual telethon in spite of the fact that the economic climate was less than optimistic and there was no matching of pledges as there had been for the last three years. The Blaisses, Jack and Shelly, reached their goal when we exceeded the One Million Dollar mark last year. We shall forever remain grateful to them for their invaluable and generous assistance in helping us to realize what had been until their emergence on the scene merely a dream. We thank the Wayne Johnson Memorial Scholarship Committee for \$7,200, the Brendan Curtin Memorial Committee for \$4000, the Murray Charitable Foundation for \$6000, Oracle for \$5000, Fidelity Management for \$5000, the Mary Gibson Memorial Committee for \$2000, Burlington Ice Palace for \$2000, Burlington Police Patrolmen for \$2000, and Gibson & Behman for \$1500. We thank the following businesses for their contributions of \$1000: Northern Bank & Trust, Citizen's Bank, Eastern Bank, Curtin Financial Services, Gedick Bros, Inc., A & F Bus Company, Century 21 Tabaldi Real Estate, The Gutierrez Company, Banknorth, National Development, Atlantic Management, Riemer & Braunstein, LLP, Nordblom Company, Fleet Bank, BHS Class of 1983, Flanagan Insurance, and Scott ("Nomar") and Kay Fitzgerald for \$1000 in memory of Kip. We thank the Lion's Club for their \$950 contribution, RCN for their \$800 contribution, Long's Jewelers for their \$750 contribution. For their \$500 contributions we thank Mass Audio Visual, Lahey Clinic, Cranney HVAC Company, Vidoli Association Realtors, Exit Premier Realtors, Burlington Firefighters, Stoneham Savings Bank, Julie Industries, the Memorial School PTO, Wendy's, Gary Litchfield, and the Doyle Lane Funeral Home. We are indebted to Paneras, Captain Pizza, Long's Jewelers, Donna Chadwick, Outback Steakhouse, Delicious Desserts, and Carraba's for their Donations in Kind. To honor those members of the business community and others who support our telethon with significant contributions, we are in the process of updating our Honor Roll which hangs in the foyer at Town Hall. Honors ranging from cum laude for those contributing \$1000 to \$10,000, to magna cum laude for those contributing \$10,000 to \$50,000, to supra cum laude for those contributing \$50,000 to \$100,000, to

Diamond Doctorate for those contributing \$100,000 and beyond are accorded to those businesses and individuals who make such outstanding contributions and are recorded here. A duplicate of this Honor Roll also hangs in the lobby of the High School. We would be remiss if we did not express our gratitude also to all residents who responded so generously to our student callers and who have contributed and continue to contribute to our cause through the tax check-off system. The latter continues to grow in the numbers of regular contributors each year.

This year we are indebted to Steve Preston who courageously took on the role of Producer of our telethon which had so ably been carried out in the past by the late Ernie DeMartinis and did a masterful job. Jack Ferren continued to act as Master of Ceremonies and his enthusiasm maintained the momentum and kept the pledges coming in; while the entire B.C.A.T. staff, especially Jen Dodge and Dick Linder controlled the technical aspects in the new format in which the telethon took place in the B.C.A.T studios while the students made their calls from the stage of the Fogelberg auditorium, a format which required considerable coordination. We are also indebted once again to Jack Dillon of Telecommunications, who supplies and sets up the telephones and telephone lines. We thank our Adopt-A-Class Business Partners who make sizable contributions every year and who continue to work toward increasing the individual class endowments, the hosts of the different telethon segments representing the schools, town government, community businesses, sports and other town organizations. And, last but far from least, we are grateful to the enthusiastic students who made calls during the telethon and on the two evenings prior to and following that event, and to Peter Halvorson and Tom Killilea who were responsible for supervising the student volunteers and telecasting the stage segments when Jack tossed to them.

Our telethon this year was dedicated to the memory of our beloved Producer, Ernie DeMartinis without whose initiation of the telethon in 1994 and his expertise and commitment to our mission, we would not be experiencing the success that we are, nor would our endowment have reached the One Million Dollar mark a year ago. We thank his son Todd whose appearance and contribution during the telethon helped to make the dedication both personal and memorable.

With this year's scholarship awards, the Foundation has awarded \$257,500 in scholarship assistance to 196 high school seniors and 28 adult residents for a total of 224 residents of this community. In this year alone, we awarded \$72,500 in scholarship aid to 53 graduating high school seniors and six adult residents of this community. Over 30 members the Class of 2002 won Gibson & Behman Adopt-A-Class Scholarships in the amounts of \$500, \$1000, \$1200 and \$1500, more than had ever been awarded previously in the Adopt-A-Class program. Once again following the presentations of scholarships to Burlington student winners at Awards Night at Burlington High School, adult scholarships were awarded at the annual joint BBRT/BCSF Scholarship Breakfast at which all student winners and their parents were honored. We regret that, because of the increased number of winners and the resultant cost, we had to eliminate publishing the brochure which had included photographs of all our winners, the colleges they are attending, and brief biographical sketches and which were mailed to all community residents.

The list of Business Partners in our Adopt-A-Class program remained the same with two exceptions. Northern Bank & Trust adopted the 3rd grade Class of 2013 and Citizen's Bank adopted the 4th grade Class of 2012 when Medford Bank, their former sponsor, was absorbed by them. Other Business Partners are Roche Bros., Burlington Firefighters, Century 21 Tibaldi Real Estate, Curtin Financial Services Inc., Burlington Police Patrolmen's Association, Gibson & Behman, Eastern Bank, and Lahey Clinic. We have not at this writing found a sponsor for this year's kindergarten class or the 1st grade Class of 2015. We remain indebted to all of them and the many faithful and committed parents and Class Advisors at the high school level who work with the students for their invaluable and continuing help in expanding educational opportunities for Burlington students, for challenging them to stay in school, and for enabling them to pursue the critical benefits of post secondary education. We particularly thank the parents who are already involved and who see the advantages in this program for their children and we encourage others to join the program by communicating their interest to either of the Co-Chairmen, Debbie Keene or Sharon Piccolo.

The Adopt-A-Class program under the able direction of Co-Chairs Debbie Keene and Sharon Piccolo, with the help of Jen Dodge and the B.C.A.T. staff and Mike Phalen, a Computer and Math instructor at Burlington High School, and one of his students again produced, as a celebration of National Scholarship month, a television show called "Climbing the Ladder to Higher Education" featuring students from each of the classes K-11. It was patterned after the national television show, "Who Wants to Be a Millionaire" with Dr. William Connors, Superintendent of Schools, acting as "Regis" and four students from each of the classes responding to ten questions submitted by teachers in the system for each of the grades. It was, as in the previous year, a huge success. Scholarship America (formerly CSFA) designates May each year as National Scholarship Month and chapters all across the nation, such as the Burlington Community Scholarship Foundation, are urged to participate with an activity of their choosing which will promote the importance of education beyond high school in their communities. "Climbing the Ladder to Higher Education" was aired each week throughout the month on local cable access.

There were a few organizational changes introduced in 2002. The Foundation hired another Burlington High School student, Hana Kwak, to work under the supervision of Debbie Keene in the Treasurer's office. Also the committee to study and make recommendations for the future leadership of the Foundation made the recommendation that Stephen Preston, the former Principal of the Pine Glen School, be elected President of the Foundation at its annual Meeting in January. Members of this committee are Brian Curtin, Lucy Damiani, Stephen Miles, and Joan Corrao, with Harold Dulong as an alternate.

Servings on the Financial Advisory Committee to assist our Treasurer with investments are Jim Picone, now Superintendent of Schools, and Juliette Mott of Stoneham Savings Bank and a member of our Board. Phil Gallagher acts as our consultant and investment advisor, a position that was approved by the BCSF Board of Directors. Once again, we thank our Awards Committee for their dedication and hard work in distributing and processing applications for the BCSF scholarship awards. Members are Rosemarie Tieri, Donna Murray, Linda Collins, Ann Marie Baden, Gary Feldman, Peter Sims, Rosalie Nardella, Suzette Jones, Nancy Todd and Roberta Killilea. Rosemarie chairs the Committee.

In closing, I wish to express my deep appreciation to past Superintendent of Schools, Dr. William Conners and to Dr. Jim Picone, the present Superintendent of Schools, to the Principal of BHS, Linda Hayes, to Harold Dulong of Reimer and Braunstein, who serves on our Fundraising Committee, to Robert Factor, who serves as our attorney when needed, as well as to all of the members of the BCSF Board of Directors for their continuing support and encouragement and their enthusiastic commitment to expanding educational opportunities for all Burlington residents through a now substantial scholarship endowment fund. Members of the Board in addition to myself are 1st Vice President Lucy Damiani, 2nd Vice President Deborah Keene, Treasurer Brian Curtin, Secretary Joan Corrao, Jack Ferren, Tom Imbriglio, Tom Killilea, Stephen Miles, Janet Modesto, Juliette Mott, Sharon Piccolo, Paul Sheehan, Rosemarie Tieri, and Stephen Preston plus student representatives, Christopher Keene, Charlene Vincent, Christina Deliyiannis, Rebecca McMahon, Sonka Hegde, Lara Kkuchi, and Peter Romagna. Mary Catherine Conceison serves as recording secretary.

It has been my pleasure and my privilege to serve as President of BCSF-Dollars for Scholars for the past fifteen years and to serve my community in this capacity.

Respectively submitted,

Joan F. Miles

BURLINGTON HOUSING AUTHORITY



Birchcrest Arms Apartments is a 40 unit development of one bedroom apartments in a lovely village setting of cedar buildings.

For the past fourteen years, state auditors have reported that the Burlington Housing Authority has been managed in full satisfaction with the applicable state and federal regulations and guidelines.

2003 UPDATE:

There have been many exciting projects happening at the Authority in 2003. Burlington Housing Authority was awarded three major construction Modernization Projects, from the Department of Housing and Community Development.

The first project awarded was an extensive elevator addition project, which started in July 2003 and is expected to be completed the summer of 2004. In the spring of 2004, we will begin a window replacement project for Tower Hill and Birchcrest Arms. These windows will be more energy efficient and easier for the tenants to operate. The third project beginning in the fall of 2004, will be a complete electrical, fire alarm and ventilation upgrade for Towerhill. The Authority also funded a roof replacement project for Birchcrest Arms, which just completed in December 2003.

Chairman Michael Runyan along with the Board of Commissioners and myself have started the process of identifying possible future sites to increase the inventory of senior and family housing in Burlington. It has been determined by the Board along with the Department of Housing and Community Development that there is a need to increase the number of units in our community.

At the present time the Burlington Housing Authority's management inventory includes; sixty-five senior units at Tower Hill and forty units at Birchcrest Arms; two local initiative units; two independently owned 705 state rentals; ten studio apartments set aside for low income at Longmeadow Place Assistant Living Facility; five Massachusetts state voucher rentals and 98 Section Eight Housing Choice Vouchers.

The Board of Commissioners continues to make Burlington residents a priority and voted to join the Massachusetts Nahro Section Eight Centralized Waiting List. This list will remain open; applications may be picked up at the Housing office, Library and Council on Aging offices.

In November 2003, I (Maureen Lynch) was appointed as the New Executive Director of the Authority. I am a lifelong Burlington resident, Burlington High School graduate and a graduate of Boston University. I also completed the Massachusetts Public Housing Certification Program in October 2003. I was recently appointed to the Housing Partnership Committee by Bob Mercier. I am looking forward to the many challenges I am faced with. I hope to bring the Authority to the next level. I am very excited about the possibility of increasing our inventory to serve the over sixty population of our community, these are the people who has made this town what it is today through hard work and dedication, and deserve to be able to afford to stay in Burlington in their retirement. I welcome everyone to visit the Housing Authority, with any questions or concerns you may have.

The Board of Commissioners consists of Chairman Michael Runyan, Vice Chairman Joseph Arena, Treasurer Harrison Graham, Vice Treasurer James Langley and State Appointed Member James Rogers.

The Board wishes to thank Tenant Presidents Maureen Sullivan, Jim Willis and Martha Harris for their time and efforts on behalf of our Residents.



Tower Hill Apartments is a 65 unit development. The units have a garbage disposal, generous closet space, wall to wall carpeting and a balcony.

Respectfully submitted,

Maureen Lynch, Executive Director

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees, and 10 state and 3 city of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff.

Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.

In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

- **Municipal planning:** working with more than 25 communities under the Executive Order 418 program. EO 418 provides communities with up to \$30,000 in state funding to undertake overall visioning on local planning issues, including housing, economic development, natural resources, and transportation.
- **Bringing advanced technology to cities and towns in the region:** a contract with Pictometry International will provide aerial photographic images that municipal departments, including police and fire, can utilize to improve service delivery.
- **Adoption of smart growth principles:** MAPC developed and adopted principles of good planning practice that will encourage sustainable patterns of growth to benefit people living throughout the metro Boston region. MAPC is also a founding member of the Massachusetts Smart Growth Alliance.
- **Metro Data Center:** The Center is an official US Census affiliate, helping to distribute demographic data throughout the region, including demographic, economic, and housing profiles for all 101 communities in metro Boston.
- **Transportation planning:** as vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the 25-year Regional Transportation Plan as well as the annual Transportation Improvement Program, including transportation spending priorities for the region. We also spearheaded development of transportation spending criteria, taking into account environmental, economic, and equity considerations.
- **Metropolitan Highway System Advisory Board:** MAPC staffs this board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the authority.

- **Regional Services Consortia:** The four regional consortia established by MAPC collectively purchased \$18 million in office supplies and highway maintenance services for its 31 member municipalities. The project also facilitates collegial forums among members' chief administrative officers focused on collaborative problem solving and resource sharing.
- **Metro Mayors Coalition:** Working with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing, employee health insurance, security and emergency coordination, and municipal relief legislation.
- **Homeland security:** addressing homeland security issues by facilitating cross-municipal partnerships between police, fire, and emergency management departments to acquire and share equipment, and more generally to plan for emergencies involving multiple municipalities.
- **Hazard mitigation:** initiating a federally-funded partnership to produce a hazard mitigation plan to protect nine coastal communities in the event of natural disasters, including flood, winter storm, wind, fire, and geologic hazards.

Please visit our website, www.mapc.org, for more details about these and other activities.

Metrofuture: Making A Greater Boston Region

MAPC has launched a new civic process, called MetroFuture, to create an updated regional vision and growth strategy for metropolitan Boston. MetroFuture engages city and town governments, state agencies, non-profits, business, labor and academic groups in this planning process. The outcome will be a vision and growth strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement this new framework for addressing the challenges facing metropolitan Boston.

The effort to create this new strategy was launched on October 29, 2003 at a Boston College Citizens Seminar. More than 400 citizens from a wide range of local and regional groups attended the event, and expressed their opinions on the region's resources and challenges as well

as their own visions for the future. This input will be critical as we move to the next phase of this exciting multi-year project. Please visit the project web site, www.metrofuture.org, for more information.

North Suburban Planning Council (Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn)

The North Suburban Planning Council members were active on three key regional issues: the Regional Visioning and Growth Strategy (RVGS), transportation and Executive Order 418. The NSPC was the first subregion to plan and execute a "non-conventional" visioning effort as part of the Visioning Phase of the RVGS. MAPC set up a booth at Burlington Truck Day and conducted a survey consisting of 10 questions on regional issues. A total of 151 surveys were collected from communities in and around the NSPC region. In addition to reviewing the Regional Transportation Plan, the Unified Planning Work Program and the Transportation Improvement Program, NSPC held a special meeting to focus on identifying the highest priority transportation goals and projects. The result of this meeting is that NSPC now has a clear focus on transportation issues. A number of NSPC communities have taken advantage of the \$30,000 worth of planning services available to every community through Executive Order 418. Reading, Wakefield, Burlington and Woburn are all working directly with MAPC to undertake community development plans.

Respectfully submitted,

Marc D. Draisen
Executive Director

TOWN MEETING MEMBERS

PRECINCT 1

Michael J. Austin	84 Locust St.	2005
Richard N. Binnall	68 Mill St.	2006
Linda K. Collins	18 Town Line Rd.	2004
Channing L. Entwistle	62 Beaverbrook Rd.	2004
Donna D. Gregorio	11 Donald Rd.	2006
John S. Ivas	9 Boulder Dr.	2005
Robert J. Macdonald	238 Fox Hill Rd.	2005
Michael Marchese, Jr.	11 Michael Dr.	2005
Bruce A. Morey	5 Ellery Ln.	2004

Appt. 4/03 (Term 2004)

Cynthia J. Phillips	4 Michael Dr.	2005
Richard J. Roberto	10 Wildwood St.	2006
Gregory F. Ryan	3 Donald Rd.	2004
Maureen Monaco Ryan	3 Donald Rd.	2004
Mark S. Saia	8 Sumner St.	2006
Andrea C. Sheehan	228 Fox Hill Rd.	2005
Edward J. Walsh	2 Carol Ave.	2004
David J. Woodilla	3 Barnum Rd.	2006
Walter T. Zenkin	2 Toomey Cir.	2006

PRECINCT 2

William C. Beyer	67 Peach Orchard Rd.	2004
Patricia A. Carew	19 Winter St.	2005

Write-In 2002

Kathleen M. Coluci	15 Colburn St.	2004
Ann Marie Comer	13 Lowell St.	2005
Todd M. Duggan	14 Hampden Ave.	2006
Mary E. Fitzgerald	7 Hampden Ave.	2005
Marjorie J. Foster	10 Kenmere Ave.	2006

Write-in 2000

Joseph C. George	4 Grandview Ave.	2006
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Write-in 2000

Angela J. Hanafin	15 Colburn St.	2004
Daniel J. Hanafin	15 Colburn St.	2004

Write-in 2001

George T. Lee	26 Beacon St. #48	2004
Jerome J. Lynch, Jr.	6 Winn St.	2005
Ann Louise McNamara	79 Mountain Rd.	2006
Margaret Merlesena	2 Burton Rd.	2004
Eleanor N. O'Connell	33 Peach Orchard Rd.	2006
Andrew H. Olney	21 Julia Connors Dr.	2005

Write-In 2002

Town of Burlington

John J. Ryan 7 Grandview Ave. 2006

Write-in 1999

Anthony G. Sapienza 2 Crawford Rd. 2005

PRECINCT 3

Anne P. Coady 8 Woodside Ln. 2006

William Collins, Jr. 2 Theodore Cir. 2005

Sean P. Connors 14 Sears St. 2004

Kathleen S. Cool 9 Stony Brook Rd. 2006

Shari Lynn Ellis 3 Hickory Ln. 2004

Frances M. Heartquist 10 Briarwood Ln. 2005

John D. Kelly 14 Oxbow Ln. 2005

Stephen G. Marchese 4 Sears St. 2006

Mildred J. Nash 39 Sunset Dr. 2006

Mabel A. Nevins 26 Sunset Dr. 2006

Daniel J. Raske 3 Mildred Rd. 2005

Roger S. Riggs 4 Briarwood Ln. 2005

Write-in 2001

Anne E. Rowe 94 Muller Rd. 2006

Louis P. Rubino 4 Fred St. 2005

Paul A. Valleli 14 Marrett Rd. 2004

Judith G. Wasserman 3 Indian Hill Rd. 2004

James Williams 12 Fred St. 2004

PRECINCT 4

Betty M. Bullock 11 Crowley Rd. 2005

Thomas D. Conley, Jr. 20 Corcoran Rd. 2004

George R. Cooper 69 Francis Wyman Rd. 2004

Karen Cooper 69 Francis Wyman Rd. 2005

Michael C. Dellemonico 48 Washington Ave. 2004

Wendi J. Dellemonico 48 Washington Ave. 2006

Andrew Groh 132 Bedford St. 2005

Joan B. Hastings 14 College Rd. 2006

Lori Kashgegian 114 Francis Wyman Rd. 2005

Mark E. Kashgegian 14 Francis Wyman Rd. 2006

Constance K. McElwain 64 Francis Wyman Rd. 2004

Roberta E. Mills 19 Corcoran Rd. 2006

Frank P. Monaco 18 Corcoran Rd. 2006

Virginia E. Mooney 28 Mohawk Rd. 2006

James Patterson 5 Hancock St. 2004

Moved to Pct. 4 8/03 (from 3)

William G. Poehler 7 Algonquin Dr. 2004

Michael A. Proulx 76 Francis Wyman Rd. 2005

Robert Michael Shea 27 Daniel Dr. 2005

Sally Willard 13 Foster Rd. 2004

PRECINCT 5

Patricia J. Angelo 2 Austin St. 2006

Susan MacDonald Boari 14 Raymond Rd. 2005

Richard P. Burkhart 10 Joanne Rd. 2004

Elaine Lee Carpenter 5 Dearborn Rd. 2004

Appt. 4/03 (Term 2006)

Mark W. DeCost 38 Manhattan Dr. 2004

Roland E. Desharnais 5 Lantern Ln. 2004

Kenneth R. Forte 18 Wing Terrace 2005

John J. Hanley 1 Violet Rd. 2004

Nancy J. Hofferty 10 Purity Springs Rd. 2006

Virginia M. Igo 1 Arthur Woods Ave. 2006

Cathryn Lee 15 Raymond Rd. 2004

Joseph E. Morandi 7 Winona Rd. 2005

Christopher P. Murphy 22 Bedford St. 2006

Appt. 4/02 Elected

Hope M. Paulsen 8 St. Mary Rd. 2006

David Webster Potts 40 Fairfax St. 2004

Appt. 9/99 elected 4/00

Phyllis D. Roussell 75 Macon Rd. 2005

Deborah J. Squeri 5 Hillcrest Rd. 2005

David S. Tait 9 Meadowvale Rd. 2005

PRECINCT 6

Marie A. Ardito 2 Edsel Dr. 2005

Roger A. Bell 18 Lisa St. 2006

Appt. 1/00 elected 4/00

Catharine M. Boucher 9 Jackson Rd. 2005

Florence L. Carow 1 Jonathan Rd. 2004

Ellen M. Cormier 8 Chester Ave. 2006

John G. Cormier 8 Chester Ave. 2005

Daniel R. DiTucci 8 Lisa St. 2006

David J. Ghio 5 Holly St. 2006

Richard H. Howard 158 Wilmington Rd. 2004

Thomas C. Killilea 15 Wheatland St. 2004

Thomas R. Miliano 15 Wilhelmina Ave. 2005

Florence Dolly Mountain 5 Eisenhower Dr. 2005

Karen A. Moyer 7 Kingsdale St. 2004

Deborah M. Mungillo 7 Jessica Dr. 2006

Kristin A. Norwood 37 Prouty Rd. 2004

Joanna Schlansky 4 Gibson St. 2005

Joseph S. Stavolta, Sr. 12 Phyllis Ave. 2006

James Tigges 2 Maryvale Rd. 2004

Write-in 2000

APPOINTED OFFICIALS

American Disabilities Act Coordinator	Robert C. Hogan
Animal Control Officer	Gerald Mills
Appraiser/Assistant Assessor	Russell H. Washburn
Archivist/Records Manager	Daniel C. McCormack
Assistant Town Administrator	Lawrence M. Rittenberg
Assistant Town Clerk	Eleanor M. Gelinas
Building Inspector	John Clancy
Community Life Center Director	Wesley Simons
Conservation Administrator	John Keeley
Council on Aging Coordinator	Margery McDonald
Director of Veteran Services	Robert C. Hogan
Emergency Services Director	Stephen Duke
Environmental Engineer	Todd Dresser
Fire Chief	Paul L. Thibault, Jr.
Health Agent/Sanitarian	Karen L. Springer
Housing Authority Executive Director	Maureen Lynch
Human Resources Director	Anne Marie Tucciarone-Mahan
Labor Counsel	Collins, Loughran & Peloquin
Library Director	Laura Hodgson
MBTA Advisory Board	Eleanor N. O'Connell
Metropolitan Area Planning Council	Anthony Fields
MWRA Designee	Syamal N. Chaudhuri
Planning Director	Anthony Fields
Police Chief	Francis J. Hart, III
Recreation Director	Donald Roberts
Recreation Maintenance Director	Douglas Gillingham
Sealer of Weights & Measures	Richard H. Howard
Superintendent of Public Works	Syamal N. Chaudhuri
Town Accountant	Gail A. LaPointe
Town Administrator	Robert A. Mercier
Town Counsel	Kopelman and Paige, P.C.
Town Engineer	Thomas F. Hayes

APPOINTED BOARDS AND COMMITTEES

Appointments made by: Town Administrator

Beautification Committee(5)	1 year	Standing
Carolyn R. Engel	9 Park Dr.	2004
Edward Hastings	14 College Rd.	2004
George M. Major	29 Lantern Ln.	2004
Joan McSweeney	1 Doris St.	2004
Elaine Zuccaro	6 Pearson Cir.	2004
Bike Committee	1 year	Ad Hoc
John Donaldson	62 Winn St.	2004
Kevin B. McKelvey	4 Allison Dr.	2004
Mildred Nash	39 Sunset Dr.	2004
James L. Nevins	26 Sunset Dr.	2004
Kevin J. Sullivan	Recreation Comm	2004

B-Line Advisory Committee	1 year	Ad Hoc
Patricia Churchill	14 Hallmark Gardens #5	2004
Patricia Farrell	7 Jonathan Rd.	2004
Jennifer Gelinas	10 Hallmark Garden #7	2004
Nancy Hofferty	10 Purity Springs Rd.	2004
Kevin B. McKelvey	4 Allison Dr.	2004
Virginia E. Mooney	28 Mohawk Rd.	2004
Mildred Nash	39 Sunset Dr.	2004
Mabel Nevins	26 Sunset Dr.	2004
Paul Raymond	1 Dorothy Rd.	2004
Anne E. Rowe	94 Muller Rd.	2004

Board of Appeals(5)	5 years	Standing
John A. Alberghini	2 Elm Ave.	2004
1st Alt. - 1 yr.		
William Gaffney	8 Joanne Rd.	2005
Wayne Harding	16 Chadwick Rd.	2004
Eugene S. Lane, Jr.	24 Cathy Rd.	2004
2nd Alt. - 1 yr.		
Robert M. Meaney	15 Sears St.	2006
George Murray	184 Mill St.	2008
John T. Sullivan	2 Laurel Ln.	2007

Board of Registrars(4)	3 years	Standing
Jane L. Chew	7 Winn Valley Dr.	2006
Jeanne Ganley	50 Lexington St.	2004
Patricia A. Larson	23 County Rd.	2005
Robert J. Macdonald	238 Fox Hill Rd.	2006

Town of Burlington

Cable Advisory Committee(7) 1 year Ad Hoc

Howard Alberts	3 Arborwood Dr.	2004
Daniel Dunn, Chr.	29 Stony Brook Rd.	2004
Richard Linder	3 Maud Graham Circle	2004
Sally Willard	13 Foster Rd.	2004

Community Life Center(10) 2 years Standing

Fr. John R. Crispo	111 Winn St.	2005
Candace F. Gustafson	30 Paulson Dr.	2004
Michael Howard	18 Burlington St.	2004
Thelma Iozzo	7 Chandler Rd.	2005
Marilyn Langley	13 Algonquin Dr.	2004
Ronald J. MacKenzie	18 Spruce Hill Rd.	2004
Ann McNamara	79 Mountain Rd.	2005
Roberta Mills	19 Corcoran Rd.	2005
Betty Murphy	20 Wildwood St.	2004

Conservation Commission(7) 3 years Standing

Larry S. Cohen	8 Wilhelmina Ave.	2006
Indra Deb	17 Pathwoods Ave.	2005
Marylee Everett	14 Hart St.	2004
Gail M. Lima	188 Mill St.	2005
<i>Appt. 1/01</i>		
Christopher M. LoRusso	9 Paulson Dr.	2006
Kerry Melanson	8 Freeport Dr.	2005
Philip E. Sutton	4 Park Dr.	2004

Council on Aging(7) 3 years Standing

Eleanor Bonfanti	16 Lisa St.	2004
Jeannette S. Cain	7 Hallmark Grdn. #6	2004
<i>Alternate 1 yr.</i>		
Ruthann Covino	1 Marvel Ave.	2005
John J. Gulde	16 Dearborn Rd.	2006
Mary Lindley	64 Bedford St.	2005
Muriel O'Brien	26 Maryvale Rd	2006
Mary E. Patterson	22 Carol Ave.	2004
<i>Alternate 1 yr.</i>		
Gordon C. Thomson	5 Frances Rd.	2005
<i>Appt. 10/03</i>		
Robert Wong	20 Lowell St.	2004
David LeBlanc	36 Sandy Brook Rd.	2004
<i>Alternate 1 yr.</i>		

Cultural Council(5-22) 3 years Standing

Anne P. Coady	8 Woodside Ln.	2005
Eileen Feldman	19 Freeport Dr.	2006
Rick Karwan	8 Francis Wyman Rd	2004
Florence Dolly Mountain	5 Eisenhower Dr.	2006
William Timothy Rose	10 Locust St.	2006
Janet M. Towers	28 Humboldt Ave.	2006

Disabilities Access Committee(9) 1 year Standing

Barbara Adler	4 Theodore Circle	2004
Robert J. Emmert	21 Crystal Circle	2004
Bernice Ferguson	19 Bedford St.	2004
Mary Jane Fietze	42 Bedford St.	2004
Joseph A. Impemba	Selectmen	2004
Maura F. Mazzocca	5 Black Horse Ln.	2004
Christine Monaco	18 Corcoran Rd.	2004
Walter Sullivan	15 Birchcrest St.	2004
Kenneth Tigges	4 Ellen Rd.	2004
Bernadette Whittington	1 Ganley Dr.	2004

Grandview Farm Use Committee 1 year Ad Hoc

Norman B. Biggart	4 Baron Park Ln. #1	2004
Brenda L. Cahoon	3 Lucy Rd.	2004
Binnie Factor	6 Briarwood Ln.	2004
Toni Faria	6 Butters Ln.	2004
Kathleen A Horton	125 Lexington St.	2004
Mary Ippolito	8 Erin Ln.	2004
John S. Ivas	9 Boulder Dr.	2004
Alan R. McCarthy	104 Mill St.	2004
William T. McDonough	18 Maud Graham Cir.	2004
Kevin B. McKelvey	4 Allison Dr.	2004
Roger Morrison	5 Hope St.	2004
Hope M. Paulsen	8 St. Mary Rd.	2004
Juliet Perdichizzi	239 Fox Hill Rd.	2004
Donald Roberts	51 Francis Wyman Rd.	2004
<i>Res. 12/03</i>		
Sonia Rollins	8 Paula St.	2004
Nicholas G. Rubino	16 Phyllis Ave.	2004
Auralie Slowey	13 Paulson Dr.	2004
June Tabaldi	212 Cambridge St.	2004
Beverlee Vidoli	17 Thornton Dr.	2004

Historical Commission(5) 3 years Standing

Norman B. Biggart	4 Baron Pk. Ln. Apt.1	2004
Sandra J. Covenio	5 Forest Rd.	2004
<i>Alternate 1 yr.</i>		
Joao T. Demelo	50 Skelton Rd.	2006
Antoinette Faria	6 Butters Ln.	2006
Joyce Fay	11 Raymond Rd.	2005
Kathleen Horton	125 Lexington St.	2004
Gene Rossi	174 Winn St.	2004

Alternate 1 yr.

Housing Partnership 1 year Ad Hoc

Ernest E. Covino, Jr.	1 Marvel Ave.	2004
John DeFrancesco	50 Westwood St.	2004
Phyllis Etsell	3 Eisenhower Dr.	2004
Wayne Harding	16 Chadwick Rd.	2004
Jayne L. Hyde	6 Hallmark Gardens #1	2004
Virginia E. Mooney	28 Mohawk Rd.	2004
Michael S. Runyan	7A Mountain Rd.	2004

Information Systems Advisory (7) 1 year Ad Hoc

Laurence J. Conway	18 Wildwood St.	2004
Daniel Dunn	29 Stony Brook Rd.	2004
David Fionda	46 Freeport Dr.	2004
Steven Z. Harris	9 Donna Ln.	2004
Peter O'Keeffe	47 Skelton Rd.	2004

Rink Oversight Committee(5) 1 year Ad Hoc

Brian Curtin	Treasurer/Collector	2004
Stephen G. Marchese	Ways & Means	2004
Juliet Perdichizzi	Selectmen	2004
Don Roberts	Recreation	2004

Sign Bylaw Committee 1 year Ad Hoc

Albert L. Fay, Jr.	Planning Board	2003
Richard H. Howard	Bylaw Review Committee	2003
Jayne L. Hyde	Planning Board	2003
Douglas Hyde, Jr.	Bylaw Review Committee	2003
Joan McSweeney	Beautification Commission	2003
Robert M. Meaney	Board of Appeals	2003
George Murray	Board of Appeals	2003

Sr. Housing Options Committee 1 year Ad Hoc

Arlene A. DiRocco	10 Old Colony Rd.	2004
Garry Feldman	19 Freeport Dr.	2004
Joan Hastings	14 College Rd.	2004
Robert Hogan	61 Center St.	2004
Sheila Howard	2 Hallmark Garden #4	2004
Jayne L. Hyde	6 Hallmark Garden #1	2004
Robert M. Meaney	15 Sears St.	2004
Hope M. Paulsen	8 St. Mary Rd.	2004

Stormwater Management Advisory 1 year Ad Hoc Committee

James J. Dion	Board of Health	2004
Marylee Everett	Conservation Commission	2004
Charles E. Fuller	3 Rolling Ln.	2004
Gary Gianino	Board of Selectmen	2004
Tom Hayes	Town Engineer	2004
Jayne L. Hyde	Planning Board	2004
Terry McSweeney	Board of Health	2004

Town Common Oversight 1 year Ad Hoc

Carolyn R. Engel	9 Park Dr.	2004
Joan McSweeney	1 Doris St.	2004
Elaine Zuccaro	6 Pearson Circle	2004

Appointments made by: Moderator

Bylaw Review Committee(5) 1 year Standing

Richard H. Howard	158 Wilmington Rd.	2004
Jerome J. Lynch, Jr.	6 Winn St.	2004
Evelyn M Mottolo	3 Dover Dr.	2004
Judith G. Wasserman	3 Indian Hill Rd.	2004
David J. Woodilla	3 Barnum Rd.	2004

Capital Budget Committee(7) 3 years Standing

Thomas D. Conley, Jr.	20 Corcoran Rd.	2004
Sharmili Das	3 Thomas St.	2005
Charles S. Gilman	45 Westwood St.	2004
<i>Appt. 6/00</i>		
Daniel J. Raske	3 Mildred Rd.	2006
John J. Ryan	7 Grandview Ave.	2006
Walter T. Zenkin	2 Toomey Cir.	2004

Appt. 7/00

Facilities Committee (7) 2 years Standing

William F. Callahan	6 Carter Rd.	2004
Patricia A. Carew	19 Winter St.	2004
Sean P. Connors	14 Sears St.	2005
Paul V. Gedick	5 County Rd.	2004

Human Services Committee(7) 3 years Standing

Anne P. Coady	8 Woodside Ln.	2004
Jean B. Golding	26 Beacon St. 31C	2005
Mabel Nevins	26 Sunset Dr.	2006
Cynthia J. Phillips	4 Michael Dr.	2004
Maureen Monaco Ryan	3 Donald Rd.	2005
Joanna Schlansky	4 Gibson St.	2005

Land Use Committee(9) 3 years Standing

Daniel J. Hanafin	15 Colburn St.	2004
Nancy J. Hofferty	10 Purity Springs Rd.	2006
Robert P. Knudsen	3 Bates St.	2006
Karen A. Moyer	7 Kingsdale St.	2005
Richard J. Roberto	10 Wildwood St.	2006
Phyllis D. Rousell	75 Macon Rd.	2004
Mark S. Saia	8 Sumner St.	2005
Paul A. Valleli	14 Marrett Rd.	2004
Sally Willard	13 Foster Rd.	2005

Rules Committee(13) 1 year Standing

Elaine Lee Carpenter	5 Dearborn Rd.	2004
Kathleen M. Coluci	15 Colburn St.	2004
Mark W. DeCost	38 Manhattan Dr.	2004
Joseph C. George	4 Grandview Ave.	2004
Joan B. Hastings	14 College Rd.	2004
Eleanor N. O'Connell	33 Peach Orchard Rd.	2004
James Patterson	5 Hancock St.	2004
James Tigges	2 Maryvale Rd.	2004
Edward J. Walsh	2 Carol Ave.	2004

Ways & Means Committee(15) 3 years Standing

Marie Ardito	2 Edsel Dr.	2004
Michael J. Austin	84 Locust St.	2005
Catharine M. Boucher	9 Jackson Rd.	2005
<i>Appt. 7/03</i>		
George R. Cooper	69 Francis Wyman Rd.	2004
Channing L. Entwistle	62 Beaverbrook Rd.	2004
William Gochis	14 Wildwood St.	2004
Michael J. Hardy	7 Thornton Dr.	2006
Joan B. Hastings	14 College Rd.	2006
Stephen G. Marchese	4 Sears St.	2006

James D. Melchionna	15 Birchcrest St. #111	2006
Karen A. Moyer	7 Kingsdale St.	2005
<i>Appt. 7/03</i>		
Christopher P. Murphy	22 Bedford St.	2005
Richard R. Raso	6 Thornton Dr.	2005
<i>Appt. 6/01</i>		
Robert M. Shea	27 Daniel Dr.	2006

ADJOURNED (THIRD) TOWN MEETING

MONDAY, JANUARY 13, 2003
FOGELBERG AUDITORIUM – BHS

A quorum being present, the meeting was called to order at 7:45 P.M. with a salute to the flag. A motion to adjourn to Wed. January 15, 2003 to complete the business of the Warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

The Moderator announced a reception for Laura Hodgson, the new Library Director and recognized outgoing Town Accountant, Pat Mullin, who received a standing ovation. Pat introduced the new Town Accountant, Gail LaPointe, to the membership.

ARTICLE 1 RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

The Town Administrator presented the body with the Outstanding Warrant Article Summary. The Town Administrator also responded to a question about the proposed Local Aid cuts for this Fiscal Year and the downturn in the economic climate. The Moderator announced that further committee reports would be heard when respective articles were discussed.

ARTICLE 2 RE: Lien for Delinquent Water Charges

To see if the Town will vote to accept Chapter 40, Section 42A and 42B - 42F (water) and Chapter 83, Section 16A - G (sewer) to allow the Town to impose a lien on real estate for water/sewer rates or charges which have not been paid, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review voted 5-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 3 RE: Raymond Road (Deed) Acceptance

To see if the Town will vote to accept a deed in lieu of foreclosure on Map 29 & Parcel 58, Book 111767/Page 392 property located on Raymond Road as authorized under Chapter 60, Section 77C and to authorize the Board of Selectmen to record the deed, provided the Board of Selectmen determine that the deed and this acceptance have met all of the requirements of M.G.L. Chapter 60, Section 77C and to transfer custody of this property to the Board of Selectmen for municipal purposes, or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

An amendment to require a 21E to test for any contaminants was moved. There was no second.

Recommendations: Land Use voted 5-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 4 RE: Simonds Trust

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the amount of \$9,500.00, or any other sum, for the maintenance and improvement of Simonds Park, same to be spent under the direction of the Recreation Commissioners, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

A motion to take Article 12 out of order was moved. There was no objection.

ARTICLE 12 RE: Wading Pool Replacement/Simonds Park

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$100,000 or any other amount to pay for the purpose of replacing the wading pool for Simonds Park, or to act in any manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus \$84,775 and vote to accept a transfer from the Simonds Trust the amount of \$40,000 accounting for a total cost of replacement of \$124,775.

Recommendations: Ways & Means 12-0-0 in favor. Capital Budget voted 5-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 5 RE: Legal Cost Reimbursement

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$50,000 or any other amount to pay for the Labor Counsel legal costs, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus the amount of \$50,000 to pay for the Labor Counsel legal costs, same to be spent under the direction of the Town Administrator.

Recommendations: Ways & Means 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 6 RE: Grandview Farm Money

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$15,000 or any other amount to pay for the rehabilitation costs of the Grandview Farm, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus the sum of \$15,000 to pay for the rehabilitation costs of the Grandview Farm, same to be spent under the direction of the Town Administrator.

Recommendations: Ways & Means 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 7 RE: DPW Pavement Management/Chapter 90

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$482,075 or any other amount to pay for the purpose of funding the paving, drainage repairs and installation and sidewalks, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to accept and appropriate the sum of \$482,075 for the funding of paving, drainage repairs and installation and sidewalks, same to be spent under the direction of the Town Administrator.

Recommendations: Ways & Means 12-0-0. Capital Budget voted 5-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 8 RE: Council on Aging Vehicle

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$46,000 or any other amount to pay for the purpose of funding the

Council on Aging Mini-Bus/Van vehicle, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Reserve the sum of \$46,000 to pay for the purpose of funding the Council on Aging Mini-Bus/Van vehicle, same to be spent under the direction of the Board of Selectmen.

Recommendations: Ways & Means and Capital Budget had no vote, as they believed the article was being withdrawn.

An amendment to approve contingent upon the review and approval of the financial committees was moved. The Selectmen agreed to seek approval of the financial committees. The proposed amendment was subsequently withdrawn.

A motion to move the question was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 9 RE: Assessment of Varsity Field/Cambridge St.

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$16,500 or any other amount to pay for the purpose of continuing the independent peer review of the gasoline releases that have occurred at 108, 110, 116 and 118 Cambridge Street. A portion of the funding will be used to conduct additional groundwater analysis at the high school athletic fields, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus the sum of \$16,500 to pay for the continuation of the independent peer review of the gasoline releases that have occurred at 108, 110, 116 and 118 Cambridge Street. A portion of the funding will be used to conduct additional groundwater analysis at the high school athletic fields, same to be spent under the direction of the Board of Health.

A motion to strike the figure of \$16,500 and substitute therefore the figure \$8,000 and to further strike the words "to pay for the continuation of the independent peer review of the gasoline releases that have occurred at 108, 110, 116 and 118 Cambridge Street. A portion of the funding will be used" was seconded.

Amendment failed.

Recommendations: Ways & Means 11-0-1 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 10 RE: Additional Staffing/School

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$59,412 or any other amount to pay for the purpose of funding a kindergarten teacher at Memorial School, an instructional assistant and materials/supplies, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus provide the sum of \$59,412 to pay for funding a kindergarten teacher at Memorial School, an instructional assistant and materials/supplies, same to be spent under the direction of the School Committee.

Recommendations: Ways & Means 10-2-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 11 RE: Architectural/Design Fees for Wildwood School

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$20,000 or any other amount to pay for the purpose of modifying and updating of the Architectural/Design plans for the renovations and additions to the Wildwood Elementary School for the purpose of a system-wide kindergarten center or to act in any manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus the sum of \$20,000 to pay for the modifying and updating of the Architectural/Design plans for the renovations and additions to the Wildwood Elementary School for the purpose of a system-wide kindergarten center, same to be spent under the direction of the School Committee.

Recommendations: Ways & Means 8-3-1.

A motion to amend by striking the words "to transfer from Overlay Reserve" and substitute therefore the words "to transfer from the existing design fund contingency, allocated for the MSMS design at the Sept. 9 2002 Town Meeting under Article 9, to the Wildwood Kindergarten Center design budget for the purpose of update and modification of existing plans and specifications.

Amendment Carried. A motion to end debate was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION AS AMENDED

At 11:00 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

**TUESDAY, APRIL 22, 2003
TOWN HALL**

At 6:30 P.M., the Town Meeting Members of Precincts 1 and 5 assembled to fill the vacancies created by the election of Paul Gedick and Sharon Sotiros to town wide office. The moderator swore in the newly elected Town Meeting Members.

Precinct 1 Present and voting were: M. Austin, D. Gregorio, J. Ivas, R. Roberto, G. Ryan, M. Ryan, D. Woodilla

Nominations: Bruce A. Morey, 5 Ellery Ln. Unanimously voted to fill the vacancy until the next election.

Precinct 5 Present and voting were: P. Angelo, S. Boari, R. Desharnais, J. Hanley, N. Hofferty, V. Igo, C. Lee, J. Morandi, C. Murphy, H. Paulsen, P. Roussell, D. Squeri, D. Tait

Nominations: Joanne Kinchla, 8 Arnold Ter.; Elaine Carpenter, 5 Dearborn Rd.; Janine Towle, 57 Macon Rd. who asked that her name be withdrawn. By a vote of Carpenter 9 and Kinchla 4, Elaine Carpenter was voted to fill the vacancy until the next election.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (FIRST) TOWN MEETING

**MONDAY, MAY 12, 2003
FOGELBERG AUDITORIUM, BHS**

A quorum being present, the meeting was called to order at 7:45 P.M. with a salute to the flag. The Moderator swore in new Town Meeting Members. A motion to adjourn to Wed. May 14, 2003 to complete the business of the Warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

ARTICLE 1 RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

The Town Administrator presented the body with the Outstanding Warrant Articles and Revolving Account Summaries and gave a brief update on Stream Cleaning. The Moderator announced that further committee reports would be heard when respective articles were discussed.

The Moderator announced his affiliation with the Knights of Columbus and that a disclosure statement is on file with the Town Clerk's Office.

ARTICLE 2 RE: Amend Zoning Map

To see if the Town will vote to amend the Zoning Map to rezone a certain parcel of land identified on Town Assessor's Map 46, Parcel 27-0, from General Business (BG) District to Planned Development (PD) District, the following described land owned by Burlington Forty-Niners, Inc. (operating as Knights of Columbus), in accordance with the Planned Development District zoning regulations and "Concept Plan" included as part of the backup material to this warrant article.

The land is located at 1301 Lexington Street. The total property consists of approximately 5.2± acres and is more particularly described as follows:

A certain parcel of land with the buildings thereon on the northern side of Lexington Street in Burlington, Middlesex County, Massachusetts, bounded and described as follows:

Beginning on the westerly end of a stone wall on the northerly side of the road to Bedford near the junction

of said road and Lexington Street, and running slightly northerly by said road to Bedford and Lexington Street by a broken line two hundred and twenty (220.00) feet and one hundred and four (104.00) feet respectively to a corner in said wall at land of owners unknown;

Thence turning and running northwesterly by a stone wall one hundred (100.00) feet to a break in said wall;

Thence turning and running northerly and slightly northeasterly by the continuance of said stone wall one hundred five and 5/10 (105.50) feet and eighty-five (85.00) feet respectively to a post in said wall;

Thence turning and running in a northwesterly direction by an irregular line, being part by a stone wall, one hundred forty (140.00) feet, one hundred and one (101.00) feet, sixty-six (66.00) feet and one hundred and twenty-five (125.00) feet respectively;

Thence turning and running northerly by said wall, one hundred fifty-six (156.00) feet to a post at land of owners unknown;

Thence turning and running westerly two hundred and sixty-one (261.00) feet to a post at land of owner unknown;

Thence turning and running slightly southeasterly three hundred and eighty-one (381.00) feet to a post;

Thence continuing in the same direction generally two hundred eighty-four (284.00) feet to a post;

Thence in the same direction one hundred fifty-three (153.00) feet;

Thence turning and running southerly again two hundred and fifty-one (251.00) feet to a post;

Thence turning and running easterly eighty (80.00) feet to the point of beginning.

Said Premises are shown on a plan of land entitled, "Land in the Southern Part of Burlington Belonging to C.O. Hanson," dated February 1917, drawn by H.A. Millhouse, C.E., and recorded with said Middlesex South District Registry of Deeds in Plan Book 290, Plan 22.

EXCEPTING there from so much of the land as is included in a Taking by the Middlesex County Commissioners, recorded with said Middlesex South Registry of Deeds in Book 5657, Page 109.

EXCEPTING AND EXCLUDING, however, that portion of the above-described premises as shown as "Lot A 1.35 Acres" on a plan entitled, "Plan of the Land in Burlington, Mass.," dated July 30, 1962, drawn by E.J.

Mulligan, Reg. Land Surveyor, and recorded with said Deeds in Book 10099, Page 315; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Planning Board voted 4-0-3 in favor. Land Use Committee voted 0-3-2 in opposition. Housing Partnership voted 5-0-0 in favor.

After considerable debate, a motion to move the question was moved, seconded and so voted.

There was a division of the house and tellers were appointed.

ACTION: DEFEATED BY A VOTE OF 46 IN FAVOR AND 49 OPPOSED.

ARTICLE 3 RE: Amend Zoning Bylaw, Article VI Section 6.7.0/Signs

To see if the Town will vote to amend Article VI of the Zoning Bylaws, by adding the following new section to Section 6.7.0 "Signs":

6.7.1 One Family Dwelling Districts (RO)

(a.) No political sign may be erected on any property without the permission of the owner of such property;

(b.) Political signs shall be displayed no earlier than (30) days prior to a voting day and shall be removed within (7) days after a voting day;

(c.) No political sign shall exceed (4) square feet per face;

(d.) No political sign shall be permitted on trees or utility poles;

(e.) No political sign shall be illuminated.

or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 4 RE: Zoning Bylaw Amendment Time Restriction to Implement Municipal Projects in a Planned Development (PD) District

To see if the Town will vote to amend Article XII "SPECIAL ZONING DISTRICTS", Section 12.1.0 Planned Development District, of the Zoning Bylaw, by adding the following additional text to the end of the third paragraph in Subsection 12.1.2 "General Requirements":

"The foregoing two (2) year time period shall not be applicable to any Planned Development (PD) District which was sponsored by the Town acting through any of its boards or authorities or under which the Town acting through any of its boards or authorities has an interest.

For any Planned Development (PD) District sponsored by the Town acting through any of its boards or authorities or in which the Town acting through its boards or authorities has an interest, the zoning established by the Planned Development (PD) District shall be effective upon the date of approval by Town Meeting.", or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to amend Article XII "SPECIAL ZONING DISTRICTS", Section 12.1.0 Planned Development District, of the Zoning Bylaw, by adding the following additional text to the end of the third paragraph in Subsection 12.1.2 "General Requirements":

"The foregoing two (2) year time period shall not be applicable to any Planned Development (PD) District which involves Town-owned land or land to be conveyed to the Town as part of the PD rezoning proposal. For any Planned Development (PD) District involving Town-owned land or land to be conveyed to the Town as part of the PD rezoning proposal, the zoning established by the Planned Development (PD) District shall be effective upon the date of approval by Town Meeting." or to act in any other manner in relation thereto.

Recommendations: Planning Board voted 7-0-0. Land Use Committee voted 5-0-0 in favor.

A motion to postpone until Wednesday, May 14, 2003 as the first order of business was moved, seconded and so voted.

ACTION: WITHDRAWN

ARTICLE 5 RE: Amend General Bylaw, Article XIV Section 3.0/Sign & Advertising Devices

To see if the Town will vote to amend Article XIV, Section 3.0 "Sign & Advertising Devices" of the General Bylaws, by adding the following new definition to Subsection 3.1 "Definitions":

3.1.15 A Political Sign: means any sign designated to influence the action of voters for the passage or defeat of a measure, or the election of a candidate to a political office at a national, state or local election.

AND further to amend Article XIV, Section 3.0 "Signs and Advertising Devices", Subsection 3.3 "Permitted Signs" by adding the following new criteria to Subsection 3.3.1 "One Family Dwelling Districts (RO)":

3.3.1.3 Political Signs

(a.) No political sign may be erected on any property without the permission of the owner of such property;

(b.) Political signs shall be displayed no earlier than (30) days prior to a voting day and shall be removed within (7) days after a voting day;

(c.) No political sign shall not exceed (4) square feet per face;

(d.) No political sign shall be permitted on trees or utility poles;

(e.) No political sign shall be illuminated.

or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 6 RE: Acceptance of Mass General Laws Chap 59 Section 5K

To see if the Town will vote to accept the provisions of MGL Chap 59 Section 5K (Senior Citizen Property Tax Work-Off Abatement Program) to be effective in Fiscal Year 2004, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 7 RE: Petition to Legislature - Parking Lot Fees

To see if the Town will vote to petition the General Court for a special act providing that legislation be adopted as set forth below; and further, to authorize the General Court to make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of this petition, or take any other action relative thereto.

An Act Establishing a Parking Facility Fee in the Town of Burlington.

Section 1. Notwithstanding the provisions of any general or special law to the contrary, in the Town of Burlington each owner of property on which five or more vehicles are parked for a fee, excluding parking lots operated by a municipal or state agency, shall pay the Town a fee in the amount of \$1.00 per day per vehicle parked. The owner of such property shall make payment to the tax collector on a monthly basis, such payment to be received not later than 30 days after the last day of the month. In addition to the monthly payment, the owner of such property shall submit information, in a form to be approved by the Town, which shall include, but not be limited to, the

number of cars parked on the property during the previous month. The books of the property owner shall be available for inspection by the town upon request. The Board of Selectmen may promulgate rules and regulations to implement this act.

Section 2. If the owner of property on which five or more cars are parked for a fee fails to make the payment required by this act, the Town shall assess the property owner a fee equal in amount to the highest monthly fee paid to the Town by the property owner, or, if no fee has been paid in accordance with this act, a fee equal to the number of parking spaces provided. The tax collector may collect the fee in the manner authorized for the collection of taxes. There shall be added to any fee or amount owed to the Town under this act which is in excess of \$50.00, and which is not paid within 30 days after the due date, interest at the same rate as charged on tax bills under the provisions of section fifty seven of chapter fifty nine of the general laws, Section 57. The Board of Selectmen shall have the authority to abate any such interest charges, in whole or in part.

Section 3. This act shall take effect upon passage, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

AMENDMENT: To strike the words "in the amount of \$1.00 per day" and substitute therefore the words "in the amount of up to \$1.00 per day to be set by the Board of Selectmen" was moved, seconded and so voted. Amendment carried.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION AS AMENDED.

ARTICLE 8 RE: Transfer of Funds FY'03 Various Accounts

To see if the Town will vote to transfer from available funds the sum of \$300,000 or any other sum, to pay for expenses incurred in Fiscal Year 2003 to various accounts, same to be spent under the direction of the appropriate authorities, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the town will vote to transfer from: Sewer Enterprise Surplus the sum of \$147,229; Water and Sewer Occupancy the sum of \$100,000, Water & Sewer Fulltime Salaries the sum of \$30,000, and Negotiated Settlements the sum of \$60,000 for a total of \$337,229 to pay for expenses incurred in Fiscal Year 2003 to the following accounts same to be spend under the

direction of the appropriate authorities:

Sewer Enterprise, MWRA Assessment	\$147,229
Info Systems, Contracted Services	12,000
Town Facilities, Contracted Services	30,000
Police, Medical	12,000
Police, Overtime	15,000
Fire, Medical	10,000
Fire, Overtime	15,000
Water & Sewer, Contracted Services	35,000
Employee Benefits, FICA	26,000
Employee Benefits, Unemployment	35,000

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

At 10:45 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (FIRST) TOWN MEETING

**WEDNESDAY, MAY 14, 2003
FOGELBERG AUDITORIUM, BHS**

A quorum being present, the meeting was called to order at 7:45 P.M. with a salute to the flag. A motion to adjourn to Mon. May 19, 2003 to complete the business of the Warrant, if necessary, was moved, seconded and so voted.

ARTICLE 4 RE: Zoning Bylaw Amendment Time Restriction to Implement Municipal Projects in a Planned Development (PD) District

MAIN MOTION: To see if the Town will vote to amend Article XII "SPECIAL ZONING DISTRICTS", Section 12.1.0 Planned Development District, of the Zoning Bylaw, by adding the following additional text to the end of the third paragraph in Subsection 12.1.2 "General Requirements":

"The foregoing two (2) year time period shall not be applicable to any Planned Development (PD) District established prior to January 1, 2003 and which involves

land owned by the Town on January 1, 2003 as part of the original PD rezoning proposal. For any such Planned Development (PD) District involving such Town-owned land as part of the original PD rezoning proposal, the zoning established by the Planned Development (PD) District shall be effective upon the date of approval by Town Meeting," or to act in any other manner in relation thereto.

ACTION: UNANIMOUSLY VOTED TO APPROVE MAIN MOTION

Approved by A.G. 8/7/03. Pub. Daily Times 8/27/03, 9/3/03.

The Town Administrator and Town Accountant presented a financial overview to the Town Meeting Members.

ARTICLE 9 RE: Funding FY'04 Operating Budget

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of money sufficient to cover the requests of the various departments for Fiscal Year 2004, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the warrant and furthermore to fund said budget by raising and appropriating the sum of \$69,048,835 and transferring from FY03 Certified Free Cash the sum of \$1,541,678 for a total FY04 Operating Budget of \$70,590,513.

RAISE AND APPROPRIATE:

Treasurer/Collector - Line 1-3

Salaries	383,518
Expenses	15,473
Special Accts.	
Interest Fund	200
Total	399,191

Assessors - Line 4-6

Salaries	178,219
Expenses	101,900
Special Accts.	0
Total	280,119

Town Clerk - Line 7-9

Salaries	200,540
Expenses	14,575
Special Accts.-Elections	22,050
Total	237,165

Moderator - Line 10-11

Salaries	150
Expenses	75
Total	225

Planning Board - Line 12-13

Salaries	153,003
Expenses	11,591
Total	164,594

Ways & Means - Line 14-15

Salaries	1,731
Expenses	350
Total	2,081

Capital Budget - Line 16-17

Salaries	900
Expenses	25
Total	925

Town Admin./Selectmen - Line 18-20

Salaries	309,614
Expenses	8,377
Special Accts.:	
Misc. Expenses	17,000
Local Trans. (B-line) (F)	174,000
Total	508,991

Human Resources - Line 20.1-20.3

Salaries	40,163
Expenses	7,888
Special Accts.:	
Computer Training Employees	6,000
BMEA/Education	3,500
Total	57,551

Legal - Line 21-24

Legal Fees	120,000
Collective Bargaining	60,000
Tax Title	2,000
Cable TV Negotiations	1,500
Total	183,500

Accounting - Line 25-26

Salaries	159,546
Expenses	1,150
Total	160,696

Management Info Systems - Line 27-28

Salaries	70,290
Expenses	160,485
Total	230,775

Town Meeting & Reports - Line 29-30

Salaries	3,720
Expenses	18,060
Total	21,780

Registrar of Voters - Line 31-32

Salaries	1,000
Expenses	5,950
Total	6,950

Town Facilities - Line 33-34

Salaries	240,001
Expenses	425,761
Total	665,762

Central Administration - Line 35-48

Central Supply	105,000
Central Machines	26,000
Surplus Buildings	10
Chapter 32B – Health Ins. (F)	6,360,000
Unemployment Comp. (F)	50,000
Pension Reimburse (F)	3,000
Town Insurance (F)	600,000
Financial Audit (F)	42,000
BMEA Education	0 (see Human Resources)
Employee Assist. Program	0
Medicare Tax (F)	360,000
Charles George Settlement (F)	0
Memorial/Veterans Day	0 (see Veterans Services)
4th of July	0
Total	7,546,010

Board Of Appeals - Line 49-51

Salaries	11,224
Expenses	275
Advertising & Mailing	3,700
Total	15,199

Conservation Commission - Line 52-54

Salaries	130,993
Expenses	4,105
Special Accts:	
Land Mgmt/Legal ads	5,500
Stream Cleaning	10,000
Total	150,598

Historical Commission - Line 55

Expenses	2,150
Total	2,150

Sealer of Weights - Line 56-57

Salaries	5,092
Expenses	900
Total	5,992

Fire Department - Line 58-68.5

Salaries	4,207,625
Expenses	296,484
Special Accounts:	
Medical & Hospital	20,000
Recertification of EMTs	2,730
Tuition & Books	6,500
Licenses & Certifications	1,000
Clothing Allowance	30,500
Fire Prevention	7,000
Arson Investigation	900
Training	18,000
HazMat Training/Mgmt.	3,000
Termination Buyback	10
Wellness Program	3,400
Total	4,597,149

Emergency Management Service - Line 69-73

Salaries	5,000
Expenses	19,040
Special Accounts:	
Education	200
Surplus Property	10
Emergency Fund	10
Total	24,260

Building Inspector - Line 74-76

Salaries	346,728
Expenses	25,050
Special Accts:	
Hazardous Structures	10
Total	371,788

Police Department - Line 77-83a

Salaries	4,474,699
Expenses	369,425
Special Accounts:	
Clothing Officer/Traffic Supv.	73,530
Education	44,100
NEMLEC	4,300
Medical (411-F)	20,000
Dead Animal Disposal	1,680

Retirement Buyback	10
Total	4,987,744

Department of Public Works - Line 84-98

Salaries	2,896,127
Expenses	1,519,128
Special Accounts:	

Administration

Clothing	12,940
Physical Exams	2,000
Education	3,000
License Renewal	8,500

Highway

Highway 1	80,647
Lane Painting	43,950
Snow & Ice	350,000
Tree Care	19,650

Water & Sewer

Well Cleaning	40,000
Well Pumping	0
Mod. of Well Seal & Perco	8,000

Rubbish & Garbage (F)	2,490,720
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Street Lights (F)	422,300
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Swift Law (F)	18,000
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Total	7,914,962
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Community Life Center - Line 99-100

Salaries	318,043
Expenses	16,610
Total	334,653

Council on Aging - Line 101-106

Salaries	106,180
Expenses	12,684

Special Accounts:

Holiday Baskets	400
Minuteman Homecare	4,322
Emergency Account	300
Property Tax Work-Off Program	20,000
Total	143,886

Disability Access - Line 107-108

Salaries	1,418
Expenses	500
Total	1,918

Veteran's Services - Line 109-111.5

Salaries	79,415
Expenses	6,100

Special Accounts:

Veterans Aid	40,000
Memorial & Veteran's Day	2,500
Total	128,015

Board of Health - Line 112-122.5

Salaries	273,386
Expenses	31,550

Special Accounts:

Mosquito Control (F)	28,800
Clinics	3,350
TB Hospital	10
CMARC	10,200
Community Human Service	8,000
Home Health Service	2,100
Premature Babies	10
Hospice	1,500
Hazardous Waste Collection (F)	34,000
Lahey Community Clinic	580
Total	393,486

Recreation Director - Line 123-126

Salaries	402,629
Expenses	34,290

Special Accounts:

Fee Supported Programs	0
Transportation	12,000
Total	448,919

Recreation Maintenance - Line 127-128.a

Salaries	547,159
Expenses	137,384

Special Accounts:

Fence Replacement	16,565
Total	701,108

Library - Line 129-131.5

Salaries	660,086
Expenses	121,998

Special Accounts:

Library Materials	119,650
PC Replacement	0
Total	901,734

Shawsheen Valley School - Line 132 (F) 1,091,678

Local Education - Line 133 31,328,959

Debt Service - Line 134-136

Principal (F)	1,993,000
Interest (F)	986,000
Temporary Interest (F)	0
Total	2,979,000

Reserve Fund - Line 137 200,000

County Retirement - Line 138 (F) 2,751,000

Negotiated Settlements - Line 139 400,000

Stabilization - Line 140 250,000

Recommendations: Ways & Means voted in favor.

The budget was voted as a whole with the exception of the following line items that were voted individually:

Assessor 4-6, MIS 27-28, Central Administration 35-48, Conservation 52-54, Fire 58-68.5, Police 77-83a, DPW 84-98, COA 101-106, Recreation Maintenance 127-128a, and Local Education 133.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

A motion to suspend the rules to take Article 30 out of order was moved without objection.

ARTICLE 30 RE: Grandview Farm Repairs

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow otherwise provide the sum of \$25,000 or any other sum to repair and maintain the Grandview Farm complex or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$75,000 to conduct a structural engineering and design analysis of the Grandview Farm complex and to repair and maintain the integrity of the existing structure.

Recommendations: Ways and Means voted 12-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

At 10:45 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (FIRST) TOWN MEETING

MONDAY, MAY 19, 2003
FOGELBERG AUDITORIUM, BHS

A quorum being present, the meeting was called to order at 7:45 P.M. with a salute to the flag. A motion to adjourn to Wed. May 21, 2003 to complete the business of the Warrant, if necessary, was moved, seconded and so voted.

A motion to suspend the rules to take Article 27 out of order was moved without objection.

ARTICLE 27 RE: Pine Glen Elementary School Elevator Installation

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$500,000 or any other sum, to be expended at the direction of the School Committee, to pay cost of installing an elevator at the Pine Glen Elementary School, including the payment of all costs incidental and related thereto, and to determine whether the appropriation described in this article should be raised by taxation, transfer from available funds, by borrowing, or otherwise, or to take any other action relative thereto.

MAIN MOTION: To see if the Town will vote to appropriate the sum of \$565,000 to be expended at the direction of the School Committee to pay the costs of installation of an elevator at the Pine Glen Elementary School, including the payment of all cost incidental, and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 (14) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Recommendations: Ways & Means voted 5-3-1 in favor. Capital Budget voted 1-3-1 in opposition.

A motion to end debate was moved, seconded and so voted.

There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 79 IN FAVOR AND 6 OPPOSED THE MAIN MOTION WAS APPROVED.

ARTICLE 10 RE: Administrative & Professional Compensation Plan

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for Fiscal Year 2004, and transfer from the Negotiated Settlement Account the amount of \$55,000 to fund the plan under the direction of the appropriate authorities, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from FY04 Negotiated Settlement Account the sum of \$60,000 to fund the FY04 Administrative and Professional Compensation Plan.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 11 RE: Fund the BPPA Contract

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$125,000, or any other sum, to fund the approved Collective Bargaining Agreement between the Town of Burlington and the BPPA Union (Police Patrolmen), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from FY04 Negotiated Settlement Account the sum of \$115,000 to fund the FY04 Burlington Police Patrolmen's Association (BPPA) contract, same to be spent under the appropriate authority.

Recommendations: Ways & Means took no vote.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 12 RE: Fund the IBPO Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$40,000, or any other sum, to fund the approved Collective Bargaining Agreement between the Town of Burlington and Local 532 (Police Command Officers), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from FY04 Negotiated Settlement Account the sum of \$35,000 to fund the FY04 International Brotherhood of Police Officers' (IBPO) contract, same to be spent under the appropriate authority.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 13 RE: Fund the BMEA Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$125,000, or any other sum, to fund the approved Collective Bargaining Agreement between the Town of Burlington and the BMEA (Local 1703), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from FY04 Negotiated Settlement Account the sum of \$105,000 to fund the FY04 Burlington Municipal Employees' Association (BMEA) contract, same to be spent under the appropriate authority.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 14 RE: Fund/and Amend Part-time Salary Plan (under 20 hours)

To see if the Town will vote to adopt the Part-time Salary Plan (under 20 hours) for Fiscal Year 2004 in the amount of \$6,000 or any other sum, and furthermore to amend said plan by deleting the title of "Recording Clerk" from Category G of the plan and placing this title under Category I of the Fiscal Year 2004 plan, same to be spent under the direction of the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Fiscal Year 2004 Negotiated Settlement Account the sum of \$6,000 to fund the Fiscal Year 2004 Part Time Salary Plan contract, and furthermore to amend said plan by deleting the title of "Recording Clerk" from Category G of the plan and placing this title under Category I of the Fiscal Year 2004 plan, same to be spent under the direction of the appropriate authority.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 15 RE: Trash Disposal Contract

To see if the Town will vote to authorize the Board of Selectmen to enter into a five year agreement (subject to annual appropriation) for the disposal of municipal solid waste for the Town of Burlington and to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will authorize the Board of Selectmen to enter into a contract agreement of up to five years (subject to annual appropriation) for the disposal of municipal solid waste for the Town of Burlington.

Recommendations: Ways & Means voted 12-0-0 in favor.

A motion to end debate was moved, seconded and so voted.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 16 RE: Street Light Purchase

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$600,000 or any other amount to be expended at the direction of the Board of Selectmen to purchase street lighting equipment located in the Town and which is presently owned by NSTAR, including the payment of all costs incidental and related thereto, and to determine whether the appropriation described in this article should be raised by taxation, transfer from available funds, by borrowing, or otherwise and to take any other action in relation thereto.

MAIN MOTION: To see if the Town will vote to appropriate the sum of \$600,000 to be expended at the direction of the Board of Selectmen to purchase street lighting equipment located in the Town and which is presently owned by NSTAR, including the payment of all costs incidental and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 (14) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Recommendations: Ways & Means voted 12-0-0 in favor.
Capital Budget voted 5-0-0 in favor.

ACTION: UNANIMOUSLY VOTED TO APPROVE MAIN MOTION

ARTICLE 17 RE: Funding FY'04 Capital Budget

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money, or any other sum, for the items contained within the following proposed Fiscal Year 2004 Capital Budget, same to be spent under the appropriate authorities as indicated:

Project No.	Department Name/Description	Project	Spending Authority	Approp. Request
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FROM SEWER ENTERPRISE FUND 04-1 THRU 04-6:

04-1	DPW - Backup Generators	Selectmen	46,000
04-2	DPW - Terrace Hall; Force Main Study	Selectmen	50,000
04-3	DPW - Town Line Pumping Station - Line Replacement	Selectmen	75,000
04-4	DPW - Odor Control	Selectmen	20,000
04-5	DPW - Stetco Dump Truck	Selectmen	52,000
04-6	DPW - I/I Removal	Selectmen	100,000

SALE OF GRAVES FUNDS: 04-7

04-7	DPW - 1-Ton Dump Truck	Selectmen	32,000
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RAISE AND APPROPRIATE 04-8 THRU 04-14

04-8	DPW - Snow Blower Accessories	Selectmen	6,500
04-9	DPW - Snow Removal Bobcat Accessories	Selectmen	5,000
04-10	DPW - Mill Pond Aeration Renovation	Selectmen	35,000
04-11	DPW - Truck-10 Wheeler	Selectmen	75,000
04-12	DPW - Trackless side arm mower	Selectmen	20,000
04-13	Fire - Ambulance	Selectmen	175,000
04-14	Facilities - Drainage/Kelly Murray Wing Tile Replacement	Selectmen	50,000

RAISE AND APPROPRIATE 04-15 THRU 04-19

04-15	BOH - Vehicle	Board of Health	15,000
04-16	Recreation - Tractor Mower	Rec. Comm.	62,000
04-17	Recreation - Baseball Field Construction	Rec. Comm.	TBD
04-18	Recreation - Basketball Court	Rec. Comm.	15,750
04-19	Schools - Fox Hill School Chimney Replacement	School	15,000

or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to raise and appropriate or transfer from available funds as indicated, the sum of \$819,421 for the items contained within the following proposed Fiscal Year 2004 Capital Budget, same to be spent under the appropriate authorities as indicated:

FROM SEWER ENTERPRISE FUND: 04-1 THRU 04-6:

04-01	Generators for the Westwood Street and Town Line Road Pump Stations	Selectmen	46,000
04-2	Terrace Hall Pump Station; Force Main Study	Selectmen	50,000
04-3	Replace Town Line Road Pump Station	Selectmen	75,000
04-4	Eliminate Most of the Odor Problem at Francis Wyman Road Pumping Station	Selectmen	20,000
04-5	DPW – Purchase Stetco Dump Truck	Selectmen	52,000
04-6	Remove I/I from Sewer System	Selectmen	100,000

SALE OF GRAVES FUNDS: 04-7

04-7	Cemetery Div. of DPW - 1-Ton Dump Truck	Selectmen	32,000
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RAISE AND APPROPRIATE: 04-8 THRU 04-09

04-8	DPW - Snow Blower Attachment	Selectmen	6,500
04-9	DPW – Snow Blower Attachment for Bobcat	Selectmen	5,000

OVERLAY SURPLUS: 04-10 THRU 04-11

04-10	DPW - Mill Pond Aeration Renovation	Selectmen	35,000
04-11	DPW –10 Wheel Dump Truck	Selectmen	90,000

RAISE AND APPROPRIATE: 04-12

04-12	DPW – Trackless side arm mower	Selectmen	20,000
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OVERLAY SURPLUS: 04-13

04-13	Fire – Ambulance	Selectmen	175,000
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RAISE AND APPROPRIATE: 04-14 THRU 04-19

04-14	Moisture Testing of Flooring Material At the Murray-Kelly Senior Center	Selectmen	7,500
04-15	Vehicle	Board of Health	Withdrawn
04-16	Tractor Mower	Rec. Comm.	62,000
04-17	Construct Youth Baseball Field at TRW	Rec. Comm.	12,671
04-18	Repaving Basketball Court	Rec. Comm.	15,750
04-19	Fox Hill School Chimney Replacement	School	15,000

The budget was voted as a whole with the exception of the following line items that were voted individually: 04-6, 04-10, 04-11, 04-12, 04-13, 04-17, 04-19

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 18 RE: Sewer Easement at 20 Sunnyside Ave

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$10,000 for the purpose of paying damages to the owner of 20 Sunnyside Ave for a Town-owned Sewer line through the property and to properly record said easement in the Registry of Deeds or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer the sum of \$10,000 from Free Cash for the purpose of paying damages to the owner of 20 Sunnyside Ave for a Town-owned Sewer line through the property and to properly record said easement in the Registry of Deeds.

Recommendations: Ways & Means voted 12-0-0 in favor.

A motion to amend by adding the words "and trail easement" after the words "Sewer line" was moved and seconded. The Moderator declared the amendment to be out of order.

ACTION: UNANIMOUSLY VOTED TO APPROVE MAIN MOTION

ARTICLE 19 RE: Ice Palace Enterprise Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$673,538 or any other sum, to operate the Burlington Ice Palace, of which the \$673,538 will come from the Burlington Ice Palace Estimated Revenue Account, same to be spent under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to Raise and Appropriate the sum of \$673,538 to operate the Burlington Ice Palace, of which \$673,538 will come from FY04 Ice Palace Estimated Revenue Account.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 20 RE: Sewer Services Enterprise Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$3,315,462 or any other sum, for the Burlington Sewer Services Enterprise Account, of which \$3,315,462 will come from the Burlington Sewer Estimated Revenue Account, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to raise and appropriate the sum of \$3,315,462 for the Burlington Sewer Services Enterprise Account, of which \$3,315,462 will come from the Burlington Sewer Estimated Revenue Account.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 21 RE: Drug & Alcohol Task Force

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$2,500, or any other sum, to fund the expenses of the Burlington Drug & Alcohol Task Force, same to be spent under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will transfer from Free Cash the sum of \$2,500 to fund the expenses of the Burlington Drug & Alcohol Task Force, same to be spent under the direction of the Board of Selectmen.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 22 RE: Will of Marshall Simonds

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum of \$9,500, or any other sum, for the maintenance and improvements of Simonds Park, same to be spent under the direction of the Recreation Commissioners, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant
Recommendations: Ways & Means voted 9-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 23 RE: Community Custodial Services

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$ 25,987 or any other sum, to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations. PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non profit Burlington Civic Organizations or to act in any manner in relation thereto.

MAIN MOTION: To see if the Town will transfer from Free Cash the sum of \$25,987 for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non profit Burlington Civic Organizations; to be expended under the direction of the Burlington School Committee.

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 24 RE: Sale of Land

To see if the Town will vote to transfer from the Board of Selectmen for general municipal purposes to the Board of Selectmen for the purpose of conveyance and to authorize the Board of Selectmen to convey, for such consideration as the Selectmen may determine, all or any portion of the following properties:

Three parcels of land on Sleeper Drive, being a portion of the premises conveyed to the Town by Ann M. Ruping, Trustee of the Sleeper Drive Realty Trust, by deed recorded with the Middlesex District Registry of Deeds on November 23, 2002 as Instrument No. 69, which three parcels are shown on Town Assessors Map 30 as Parcels 35-10, 35-11, and 35-15, and are further identified as Lots 18, 19, and 23 on a plan entitled "Marion Estates Definitive Subdivision Plan in Burlington, Mass.," dated August 9, 1977, prepared by Raymond Engineering Service, recorded with the Middlesex District Registry of Deeds as Plan No. 588 of 1978 in Book 13456, Page 125, or to act in any manner in relation thereto.

ACTION: WITHDRAWN

**ARTICLE 25 RE: System-wide Building Renovation/
Addition Authorization**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$45,000,000 or any other sum, to be expended at the direction of the School Committee, to pay cost of implementing a building renovation and addition program at the Marshall Simonds Middle School, Wildwood School and Memorial School, including the payment of all costs incidental and related thereto, and to determine whether the appropriation described in this article should be raised by taxation, transfer from available funds, by borrowing or otherwise, or to take any other action relative thereto.

ACTION: WITHDRAWN

ARTICLE 26 RE: Modular Classroom Installation and Lease

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$TBD or any other sum to be expended under the direction of the Burlington School Committee for the purpose of installing and leasing modular classrooms at the elementary school level (sites to be determined) or to act in any manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 28 RE: Registration of Historical Buildings

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$5,000, or any other sum, for the purpose of securing a consultant to submit applications to register three historical buildings with the National Historical Register, same to be spent under the direction of the Historical Commission, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will transfer from Free Cash the sum \$5,000 for the purpose of securing a consultant to submit applications to register three historical buildings with the National Historical Register, same to be spent under the direction of the Historical Commission.

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 29 RE: Continuation of Peer Review Varsity Field, Anna Road and Cambridge Streets

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$30,000 or any other sum, for the purpose of funding the continuation of the peer review of environmental releases impacting Varsity Field, Anna Road and a portion of Cambridge Street located between 108 and 118 Cambridge Street, same to be spent under the direction of the Board of Health, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$30,000 for the purpose of funding the continuation of the peer review of environmental releases impacting Varsity Field, Anna Road and a portion of Cambridge Street located between 108 and 118 Cambridge Street, same to be spent under the direction of the Board of Health.

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 31 RE: Vulnerability Assessment of the Public Water Supply

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$45,000 or any other sum to fund a Vulnerability Assessment and develop an Emergency Response Plan for the Burlington Public Water supply as required by Public Law 107-188 (Federal Bioterrorism Act), same to be spent under the authority of the Board of Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION To see if the Town will vote to transfer from Free Cash the sum of \$45,000 to fund a Vulnerability Assessment and develop an Emergency Response Plan for the Burlington Public Water supply as required by Public Law 107-118 (Federal Bioterrorism Act), same to be spent under the authority of the Board of Selectmen.

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 32 RE: Evaluation of the Mill Pond Treatment Facility

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$72,000 or any other sum to fund an analysis of the Mill Pond Water Treatment facility to determine improvements needed to comply with new requirements of the EPA, same to be spent under the authority of the Board of Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$72,000 to fund an analysis of the Mill Pond Water Treatment facility to determine improvements needed to comply with new requirements of the EPA, same to be spent under the authority of the Board of Selectmen.

Recommendations: Ways & Means voted 11-1-0 in favor.
Capital Budget voted 5-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

Resolution #1 offered by Anne Coady, Pct 3: To ask Town Meeting to have the Town enter into negotiations with the owner of 130 Lexington St (either the KofC or Nordblom) to purchase said property.

Resolution failed.

Resolution #2 offered by Sally Willard, Pct 4: Be it resolved that all town departments will provide financial reports for any services for which they receive fees greater than \$200 per transaction or customer. The financial reports shall include all revenue and costs of providing the services. The reports will also include the number of customers and transactions as well as the cost of staff and related benefits.

Resolution withdrawn.

At 10:25 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (SECOND) TOWN MEETING

MONDAY, SEPTEMBER 8, 2003
FOGELBERG AUDITORIUM, BHS

A quorum being present, the meeting was called to order at 7:35 P.M. with a salute to the flag. A motion to adjourn to Wednesday September 10, 2003 to complete the business of the Warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

ARTICLE 1 RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

Reports: The Marion Tavern Advisory Committee updated the members on their committee's progress.

ARTICLE 2 RE: Annual Town Election Date

To see if the Town will vote to set the date of the 2004 Annual Town Election as Saturday, April 3, 2004, or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 3 RE: Re-evaluation and Data Collection

To see if the Town will vote to authorize the Board of Assessors to enter into a six-year contract agreement subject to annual appropriation for the purpose of a property revaluation and data collection of Commercial, Industrial, Residential and Personal Property.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 4 RE: Amend General Bylaws, Article II, Representative Town Meeting/Section 3.0, Time and Schedule of Meetings

To see if the Town will vote to amend the General Bylaws, Article II, Representative Town Meeting/Section 3.0, Time and Schedule of Meetings by striking the words "Adjourned sessions of the Town Meeting shall also be held in January and September, beginning on the second Monday of the month, provided; however, that when that

Monday is a legal holiday Town Meeting shall begin the Wednesday following." AND substituting therefore the words "Adjourned sessions of the Town Meeting shall also be held the fourth Monday of January and the fourth Monday of September, provided, however, that when such day falls on a legal or religious holiday; Town Meeting shall begin the Wednesday following." or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review Committee voted 4-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

App'd A.G. . Adv. Daily Times .

ARTICLE 5 RE: Adopt General Bylaw, Article III, Procedure of Town Meeting/Section 17.0, Recall Elected Officials

To see if the Town will vote to amend General Bylaws, Article III, Procedure of Town Meeting, by adding the following new section 17.0 Recall Elected Officials as follows:

Recall of Elected Officials. Any person who holds an elected Town office with more than six months remaining of the term of office may be recalled from the office by the voters in the manner as herein provided.

1) One hundred and fifty or more voters may file with the Town Clerk an affidavit containing the name of the officer whose recall is sought and a statement of the grounds upon which the petition is based. The signatures on such petition shall contain the names of at least ten voters in each of the precincts into which the Town is divided for the purposes of electing Town officers. If the said petition is found to be valid the Town Clerk shall thereupon deliver to the ten persons first named on such petition, petition blanks demanding said recall, printed forms of which he shall keep available. The blanks may be completed by printing or typewriting; they shall be addressed to the Board of Selectmen; they shall contain the names of the ten persons to whom they are issued and the grounds for recall as stated in the affidavit; they shall demand the election of a successor to the office; they shall be dated and signed by the Town Clerk within twenty days following the date they are issued, signed by a least ten percent of the total number of persons registered to vote as of the date of the most recent Town election. The Town Clerk shall within four (4) working days, commencing the day after submission with him/her sub-

mit the petitions to the Board of Registrars which shall within seven (7) working days, certify thereon the number of signatures which are names of voters.

2) If the petitions shall be certified by the Registrars of Voters to be sufficient, the Town Clerk shall within five (5) working days, or at the next meeting of the Board of Selectmen submit the same with his/her certification. Upon its receipt of the certified petition the Board of Selectmen shall within two (2) working days, give notice, in writing, of said petition to the officer whose recall is sought. If said officer does not resign his office within five (5) working days following delivery of said notice, the Board of Selectmen shall order a special election to be held not less than sixty-five (65) nor more than ninety (90) days after the date of the certification of the Town Clerk that the petition is sufficient.

3) The nomination of candidates, the publication of the warrant for the recall election and the conduct of the recall election shall be in accordance with the charter and General Laws regulating elections.

4) Ballots used at the recall election shall state the proposition in the order indicated:

For the recall of (name of officer)

Against the recall of (name of officer)

Adjacent to each proposition shall be a place to vote for either of said propositions.

After the said proposition shall appear the word "candidates" and the name of the candidates arranged as determined by a drawing by lot conducted by the Town Clerk which shall be open to the public, unless another arrangement is required by a General law. If a majority of the votes cast on the proposition is against the recall, the votes for candidate need not be counted. If the majority of the votes cast is in favor of recall, the votes for candidates shall be counted and the candidates receiving the highest number of votes shall be declared elected.

5) The incumbent shall continue to hold his office and to perform his duties until the recall election. If he is not then recalled, he shall continue in office for the remainder of his unexpired term. If the officer is recalled, he shall be deemed removed upon the certification of the election results. The candidate who receives the highest number of votes shall serve for the balance of the unexpired term.

6) No recall shall be filed against an officer within six months after he takes office, or in the case of an officer subjected to recall and not recalled thirty, during the remainder of his unexpired term.

7) The validation and the call for election certifies only

compliance with the procedural requirements of this act, or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ARTICLE 6 RE: Amend General Bylaws, Article IV, Selectmen/Section 10.0, Fee Schedule – Weights and Measures

To see if the Town will vote to amend the General Bylaws, Article IV, Section 10.0 – Fee Schedule-Weights and Measures by striking out all of the existing rates and replacing them with the new adjusted fees:

BALANCES AND SCALES

With capacity of over 10,000 lbs.	\$80.00
With capacity of 5,000 to 10,000 lbs.	40.00
With capacity of 1,000 to 5,000 lbs.	30.00
With capacity of 100 to 1,000 lbs.	25.00
With capacity of more than 10 lbs.	20.00
And less than 100 lbs.	
With capacity of 10 lbs. or less	20.00

WEIGHTS

Avoirdupois	5.00
Metric	5.00
Apothecary	5.00
Troy	5.00

LIQUID MEASURING METERS

Gasoline	20.00
Diesel	20.00
Kerosene	20.00

LIQUID MEASURES

Taxi Meter	20.00
Fabric Measuring	15.00
Wire-Rope-Cordage	15.00
Tapes	10.00

ADJUSTMENT FEES

Per Device	25.00
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or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review Committee voted 4-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

App.'d A.G. . Adv. Daily Times .

ARTICLE 7 RE: Amend General Bylaws, Article V, Authorities, Commissions, and Committees/

Section 2.2, Capital Budget Committee

To see if the Town will vote to amend the General Bylaws, Article V – Authorities, Commissions and Committees, Section 2.2 – Capital Budget Committee by striking the figure “\$5,000” in section 2.2.2 and substituting therefore the figure “\$15,000” so that the sentence reads: “A capital item or project shall be an expenditure, financed in whole or in part by Town funds, in excess of \$15,000 and may include (1) the construction, repair, extension or other improvement of a public building, highway, sidewalk, storm drain, sewerage installation, bridge, playground, park or like public works, or for a facility, structure or utility appurtenance to any of them and (2) the purchase of land, equipment or buildings”, or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review Committee voted 4-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

App.'d A.G. . Adv. Daily Times .

ARTICLE 8 RE: Re-adopt General Bylaw, Article VI, Town Clerk/Section 3.0, Schedule of Fees

To see if the Town will vote to amend the General Bylaws Article VI, Town Clerk by re-adopting Section 3.0, Schedule of Fees (effective 7/1/01) as follows:

BUSINESS

DBA (Doing Business As) Filing	
certificate of a person conducting	
business under any title other than	
his real name.	\$40 (4 yrs.)
DBA amendments.	\$20
Filing a copy of written instrument	
of declaration of trust by the	
trustees of an association or trust,	
or any amendment thereof, as	
provided by Sec. 2, Ch. 182.	\$20
Flammable Storage Permit Renewals.	\$15
For furnishing certified copy of	
certificate of person conducting	
business under any title, other	
than his real name.	\$5

Receiving and filing of a complete inventory of all items to be included in a "closing out" sale, etc.	\$10 1st pg \$2 each add'l. pg.
BYLAWS/MAPS	
General Bylaws	\$8
Maps	\$2
Zoning Bylaws w/maps.	\$10
DATABASES/LABELS	
Address Labels	.05/label
Customized Reports - administrative cost plus minimum fee of:	\$50
Electronic Records	
Labels of registered Voters/Residents (per name) for Burlington candidates.	.02/record
Printouts	.50/page
LICENSES: DOGS/KENNELS	
1 Year Dog License	\$15
2 Year Dog License	\$20
3 Year Dog License	\$25
Duplicate Tags/Transfer Licenses	\$2
Guide/Police Dogs	No Charge
Kennel License for 10 dogs or more.	\$120
Kennel License for under 10 dogs	\$75
MISCELLANEOUS	
Administrative time for research and/or copying over 30 minutes billed in 15 minute increments	Rate of lowest paid department employee
Document preparation by request.	\$20
Document preparation, copying, and postage related to administering the qualifying oath of office for persons appointed as Notary Public or Justice of the Peace.	\$5
Faxing	\$10 (1-3 pgs., \$1 ea add'l. pg.)
Notary Services	\$1.25
Photocopies	\$.20/page
Recording any other documents. \$2 ea add'l. pg.)	\$20 (1st pg.;
Subscription services by the week or month.	\$100/yr.
Voters Certificate	\$8

POLES/CONDUITS

Recording order granting locations of poles, piers, abutments or conduits, alterations or transfers thereof, and increase in number of wires and cable or attachments under the provisions of Sec. 22 of Chapter 166 utility/vendor,	\$40 each \$10 each add'l street/way)
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PROFESSIONAL REGISTRATION

Recording the name and address, the date and number of the certificate issued to a person registered as a physician, optometrist, osteopath, or podiatrist in the Commonwealth or issuing a certified copy thereof.	\$20
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UNIFORM COMMERCIAL CODE (UCC)

Filing and indexing, amendments, assignments, continuations, releases and terminations, etc. for the benefit of creditors.	\$10 (1-3 pgs.; \$1 each add'l pg.)
Furnishing copies of UCC filings. \$1 ea add'l pg.)	\$2 (1-3 pgs,
Uniform Commercial Code (UCC)	
Searches (5 years)	\$10

VITALS

Burial Permits	\$10
Copying any manuscript or record pertaining to a birth, marriage, or death.	\$5 per page
Correcting errors in a record of birth, marriage, or death.	\$20
Entering certificate of marriage filed by persons married out of the Commonwealth	\$10
Entering delayed record of birth.	\$20
Entering notice of intention of marriage and issuing certificate and certified copy thereof.	\$25
Establishing a vital record.	\$20
Examining records or papers relating to a birth, marriage or death upon the application of any person.	\$10
For furnishing certificate of birth, marriage, or death.	\$10

In accordance with the provisions of MGL Chapter 40, Section 22F accepted by a vote of Town Meeting on 5/21/99 and as provided by Chapter 262, Section 34, Clauses 1-79 and Section 41; Chapter 166, Section 22; Chapter 182, Section 2.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review Committee voted 4-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

App'd A.G. . Adv. Daily Times .

A motion to take Article 16 out of order to discuss with Article 9 was moved, seconded and so voted.

ARTICLE 9 RE: Amend General Bylaw Article XIV, Environment/Section 3.0, Sign and Advertising Devices

To see if the Town will vote to amend the General Bylaw Article XIV, Section 3.0 "Signs and Advertising Devices" by adding the following new definition to Subsection 3.1 "Definitions":

3.1.15 – A Political Sign: means any sign designated to influence the action of voters for the passage or defeat of a measure, or the election of a candidate to a political office at a national, state or local election.

AND further to amend Article XIV, Section 3.0 "Sign and Advertising devices", Subsection 3.3 "Permitted Signs" by adding the following new criteria to Subsection 3.3.1 "One Family Dwelling Districts (RO)":

3.3.1.3 – Political Signs

- a) No political sign may be erected on any property without the permission of the owner of such property;
 - b) Political signs shall be displayed no earlier than (30) days prior to a voting day and shall be removed within (7) days after voting day;
 - c) No political sign shall exceed (4) square feet per face;
 - d) No political sign shall be permitted on trees or utility poles;
 - e) No political sign shall be illuminated.
- or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review Committee voted 0-4 in opposition. The Sign Bylaw Committee voted in opposition.

There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 38 IN FAVOR AND 44 OPPOSED, THE MAIN MOTION FAILED.

ARTICLE 16 RE: Amend Zoning Bylaw Article VI, General Regulations/Section 6.7.0 Signs

To see if the Town will vote to amend Article VI of the Zoning Bylaws, by adding the following new section to Section 6.7.0 "Signs":

6.7.1 One Family Dwelling Districts (RO)

- a) No political sign may be erected on any property without the permission of the owner of such property;
- b) Political signs shall be displayed no earlier than (30) days prior to a voting day and shall be removed within (7) days after a voting day;
- c) No political sign shall exceed (4) square feet per face;
- d) No political sign shall be permitted on trees or utility poles;
- e) No political sign shall be illuminated or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Planning Board voted 1-4 in opposition.

There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 22 IN FAVOR AND 45 OPPOSED, THE MAIN MOTION FAILED

A motion to take Articles 14 and 15 out of order was moved, seconded and so voted.

ARTICLE 14 RE: In-House Payroll/Personnel Software Application

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$59,790 to allow the Treasurer/Collector to fund the purchase of a new in-house payroll/personnel software application, same to be spent under the appropriate authority or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from FY04 line item #96 *Rubbish and Garbage* the sum of \$59,790 to FY04 line item #28 Management Information Expenses to allow the Treasurer/Collector to purchase a new in-house payroll/personnel software application.

Recommendations: Ways & Means voted 8-0-0 in favor. Capital Budget voted 4-0-1 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 15 RE: Shawsheen Valley Technical High School Operating/Maintenance Costs

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$100,000 for the purpose of paying the Town's additional apportioned share of the FY2004 operating and maintenance costs, including capital costs, of the Shawsheen Valley Regional Vocational/Technical School District; same to be spent under the appropriate authority or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will raise and appropriate the sum of \$20,087 for purposes of paying the Town's additional apportioned share of the FY04 operating and maintenance cost, including capital cost, of the Shawsheen Valley Regional Vocational/Technical School District.

Recommendations: Ways & Means voted 8-0-0 in favor. Selectmen voted unanimously in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 10 RE: Bond Schedule

To see if the Town will vote to appropriate \$2,600,000 or some other amount, to be expended at the direction of the Selectmen, to pay for the following capital costs, including any and all other costs incidental and related thereto:

- | | |
|---|-----------|
| 1) Replace communication console/radios in dispatch center for Police/Fire Departments. | \$250,000 |
| 2) Water tank repairs/Greenleaf Mountain and Blanchard Road storage tanks – exterior and interior restoration of tank walls and lining. | \$600,000 |
| 3) Facilities upgrades: Police Station – removal and replacement of exterior siding and windows. Museum – replacement of siding and roof repairs. | \$350,000 |
| 4) Boilers/Auditorium repairs: replace boilers in school Facilities and refurbish high school auditorium. | \$400,000 |
| 5) Road reconstruction; resurface and reconstruct road and drainage systems in Burlington. | \$700,000 |
| 6) Water main replacement; water distribution improvement including replacement of water mains. | \$300,000 |

And to determine whether the appropriation described in this article should be raised by taxation, transfer from

available funds, borrowing, or otherwise, or to take any other action relative thereto.

MAIN MOTION: To see if the Town will appropriate the sum of \$2,600,000 to be expended at the direction of the Selectmen to pay off the following capital costs, including any and all other costs incidental and related thereto:

- | | |
|--|-----------|
| 1) Police/Fire Departments: replace communication console/radios in dispatch | \$250,000 |
| 2) Greenleaf Mountain/Blanchard Road water tank: exterior and interior restoration of tank walls and lining | \$600,000 |
| 3) Facilities upgrades: Police Station/ removal and Replacement of exterior siding and windows; Museum/replacement of siding and roof repairs | \$350,000 |
| 4) School: replace boilers in school facilities and refurbish high school auditorium | \$400,000 |
| 5) Road reconstruction: resurface and reconstruct road and drainage systems | \$700,000 |
| 6) Water mains: water distribution improvements including replacement of water mains and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 and 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore. | \$300,000 |

Recommendations: Ways & Means voted in favor of all items. Capital Budget voted 3-1-1 in favor of bonding and voted in favor of all items except item #3.

Amendment: A motion to strike the figure \$2,600,000 and substitute therefore the figure \$2,414,255 by striking the words "refurbish high school auditorium" in line item #4 and reducing the amount to \$214,255 was moved and subsequently withdrawn.

There was a division of the house and tellers were appointed

ACTION: BY A VOTE OF 74 IN FAVOR AND 10 OPPOSED, THE MAIN MOTION CARRIED

ARTICLE 11 RE: Temporary Borrowing

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$30,000 to allow the Treasurer/Collector to

temporarily borrow funds to secure Bond Anticipation Notes (BANS) or to act in any manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from FY04 line item #96 Rubbish and Garbage the sum of \$30,000 to FY04 line item #136 Temporary Interest to allow the Treasurer/Collector to pay the interest to temporarily borrow funds to secure Bond Anticipation Notes.

Recommendations: Ways & Means voted 9-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 12 RE: Funding for Early Retirement Incentive

To see if the Town will vote to accept the provisions of Section 116 of Chapter 46 of the Acts of 2003 which will allow the Town to offer an Early Retirement Incentive program to eligible employees who choose to participate in the incentives provided for in the legislation and; furthermore, to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$100,000 or any other amount to pay for the cost of retiring employees accrued time or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ARTICLE 13 RE: Building Renovation/Addition Marshall Simonds & Memorial School

To see if the Town will vote to appropriate \$30,000,000, or some other amount, to be expended at the direction of the School Committee, to pay cost of implementing a building renovation and addition program at the Marshall Simonds Middle School and Memorial School, including the payment of all costs incidental and related thereto, and to determine whether the appropriation described in this article should be raised by taxation, transfer from available funds, by borrowing, or otherwise, contingent upon a positive Town of Burlington Proposition 2.5 Debt Exclusion vote or to take any other action relative thereto.

MAIN MOTION: To see if the Town appropriate the sum of \$30,000,000 to be expended at the direction of the School Committee, to pay costs of implementing a building renovation and addition program at the Marshall Simonds Middle School and Memorial School, including payment of all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44,

Section 8(3A) and Chapter 70B of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided, however, that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts needed to repay any bonds or notes authorized by this vote from the limitations of Proposition 2½, so called (Chapter 59, Section 21C of the General Laws).

Recommendations: Ways & Means voted 6-3-0 in favor. Capital Budget voted 5-0-0 in favor.

Amendment: A motion to amend the main motion by reducing the amount to be appropriated by borrowing to \$792,000 and by deleting the words "to pay costs of implementing a building renovation and addition program at the Marshall Simonds Middle School and the Memorial School" and substituting therefore "to pay the cost of design fees for the renovation and addition to the Memorial School" and by deleting the words "provided, however, that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts needed to repay the bonds or notes authorized by this vote from the limitations of Proposition 2½, so called (Chapter 59, Section 21C of the General Laws) was moved and seconded.

Amendment failed. A motion to move the question was moved, seconded and so voted. A motion to end debate was moved, seconded and so voted.

There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 64 IN FAVOR AND 19 OPPOSED, THE MAIN MOTION CARRIED.

ARTICLE 17 RE: Rezone Burlington Sand and Gravel Property From One Family Dwelling (RO) to Planned Development (PD) District

To see if the Town will vote to amend the Zoning Map to rezone a certain parcel of land known as 14 Wheeler Road, identified on Town of Burlington Assessors Map 56 as Parcel 24, from One Family Dwelling (RO) District to Planned Development (PD) District in accordance with the Concept Plan including, without limitation the "Burlington Residential Communities, Wheeler Road" zoning regulations submitted in accordance with Article XII, Section 12.1.4 of the Town of Burlington Zoning By-Law included as part of the backup material to this Warrant Article; said land is further described as follows:

Legal Description

A certain parcel of land located on the northwesterly side of Muller Road and southeasterly side of Wheeler Road in the Town of Burlington, in the County of Middlesex and the Commonwealth of Massachusetts bounded and described as follows:

Beginning at a point at the intersection of Wheeler Road and Old Concord Road (a private way) and being the southwest corner of the parcel hereinafter described; thence:

Northeasterly and curving to the right along the arc of a curve having a radius of three hundred sixty and no hundredths feet (360.00'), a length of thirty three and fifty nine hundredths feet (33.59') to a point; thence

N 68° 04'03" E a distance of two hundred nineteen and eighty one hundredths feet (219.81') to a point; thence

Northeasterly and curving to the left along the arc of a curve having a radius of four hundred twenty and no hundredths feet (420.00'), a length of two hundred thirty eight and seventy six hundredths feet (238.76') to a point; thence

N 35° 29'46" E a distance of four hundred ninety three and ninety five hundredths feet (493.95') to a point; thence

Northeasterly and curving to the right along the arc of a curve having a radius of six hundred twenty and no hundredths feet (620.00'), a length of two hundred ten and thirty three hundredths feet (210.33') to a point; thence

N 54° 56'00" E a distance of three hundred thirty two and thirty two hundredths feet (332.32') to a point; thence

Northeasterly and curving to the right along the arc of a curve having a radius of five hundred forty and no hundredths feet (540.00'), a length of four hundred sixty nine and seventy four hundredths feet (469.74') to a point; thence

Southeasterly and continuing curving to the right along the arc of a curve having a radius of four hundred and no hundredths feet (400.00'), a length of one hundred

seven and twenty two hundredths feet (107.22') to a point; thence

S 59° 52'02" E a distance of eighty one and twenty three hundredths feet (81.23') to a point; thence

Southeasterly and curving to the left along the arc of a curve having a radius of five hundred thirty five and eighty six hundredths feet (535.86'), a length of

three hundred twenty five and twenty nine hundredths feet (325.29') to a stone bound; thence

N 85° 19'57" E a distance of one hundred ten and forty eight hundredths feet (110.48') to a stone bound; thence

Southeasterly and curving to the right along the arc of a curve having a radius of fifty five and sixty three hundredths feet (55.63'), a length of seventy eight and forty six hundredths feet (78.46') to a point; thence

S 13° 52'12" E a distance of seventy four and ninety eight hundredths feet (74.98') to a point; thence

S 13° 07'48" W a distance of thirty nine and forty four hundredths feet (39.44') to a point; thence

Southeasterly and curving to the left along the arc of a curve having a radius of one hundred thirty and fifty nine hundredths feet (130.59'), a length of eighty three and fifty nine hundredths feet (83.59') to a point; thence

S 23° 32'42" E a distance of one hundred eighty and four hundredths feet (180.04') to a point; thence

S 13° 52'12" E a distance of two hundred forty one and seven hundredths feet (241.07') to a point; thence

Southeasterly and curving to the right along the arc of a curve having a radius of one thousand nine hundred ninety six and twenty eight hundredths feet (1996.28'), a length of one hundred forty eight and eight hundredths feet (148.08') to a point; thence

S 09° 37'12" E a distance of two hundred twenty four and eighty four hundredths feet (224.84') to a stone bound; thence

Southwesterly and curving to the right along the arc of a curve having a radius of three hundred ninety one and twenty seven hundredths feet (391.27'), a length of five hundred fifteen and nineteen hundredths feet (515.19') to a stone bound; thence

Southwesterly and continuing curving to the right along the arc of a curve having a radius of nine hundred forty five and sixty five hundredths feet (945.65'), a length of two hundred ninety three and seventy eight hundredths feet (293.78') to a bound; thence

S 83° 37'18" W a distance of three hundred ninety seven and twenty seven hundredths feet (397.27') to a point; thence

Southwesterly and curving to the left along the arc of a curve having a radius of five hundred fifty eight and

ninety eight hundredths feet (558.98'), a length of two hundred seventy one and sixty four hundredths feet (271.64') to a stone bound; thence a distance of seventy and sixty eight hundredths feet (70.68') to a point; thence a distance of sixty six and six hundredths feet (66.06') to a point; thence a distance of one hundred seventeen and sixty four hundredths feet (117.64') to a point; thence a distance of eighty two and two hundredths feet (82.02') to a point; thence a distance of one hundred three and eighty nine hundredths feet (103.89') to a point; thence and curving to the left along the arc of a curve having a radius of fifty seven and no hundredths feet (57.00'), a length of twenty eight and forty nine hundredths feet (28.49') to a stone bound; thence a distance of fifty eight and sixty five hundredths feet (58.65') to a stone bound; thence a distance of ninety six and nineteen hundredths feet (96.19') to a stone bound; thence and curving to the right along the arc of a curve having a radius of three hundred fifty six and seventy five hundredths feet (356.75'), a length of one hundred eighty six and five hundredths feet (186.05') to a point; thence and continuing curving to the right along the arc of a curve having a radius of three hundred fifty six and seventy five hundredths feet (356.75'), a length of eighty three and seventeen hundredths feet (83.17') to a point; thence a distance of three hundred ninety four and sixty hundredths feet (394.60') to a stone bound; thence a distance of one hundred thirty eight and six hundredths feet (138.06') to a point; thence a distance of two hundred five and forty one hundredths (205.41') to the point of beginning.

Above described parcel has a lot area of 69.258 Acres

MAIN MOTION: Withdrawn

At 11:00 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

TOWN ACCOUNTANT

The Burlington Town Accounting Office employs 3½ employees. During 2003, they all decided it was time to enjoy the benefits of retirement. We say farewell to Patrick Mullen, Shirley Beek, June Collins and Joyce Tyman. Each of them had worked more than 20 years for the Town. We wish them many happy, healthy years ahead.

Welcome aboard to Janine Carpenter, Michelle Maguire and Laura Nichols. We have truly been testing our teamwork skills. Our first year together has been full of new experiences and adventures as we make some changes to the everyday procedures performed in this office.

The following pages are the unaudited financial statements of the Town of Burlington from the Fiscal Year Ended June 30, 2003 as prepared by our office.

Respectfully submitted,

Gail A. LaPointe
Town Accountant

2003 Annual Report

TOWN OF BURLINGTON

GOVERNMENTAL FUNDS BALANCE SHEET JUNE 30, 2003

(UNAUDITED)

ASSETS	General	Nonmajor Governmental Funds	Total Governmental Funds
Cash and short-term investments.....	\$ 10,087,050	\$ 3,659,937	\$ 13,746,987
Investments.....	804,562	644,175	1,448,737
Receivables, net of uncollectibles:			
Real estate and personal property taxes.....	707,471	-	707,471
Real estate tax deferrals.....	107,149	-	107,149
Tax liens.....	547,479	-	547,479
Motor vehicle and other excise taxes.....	193,273	-	193,273
Water fees.....	161,891	-	161,891
Sewer fees.....	265,301	-	265,301
Departmental and other.....	125,367	-	125,367
Intergovernmental.....	3,422,499	1,308,666	4,731,165
Investment in joint venture.....	3,334,541	-	3,334,541
Prepaid expenses.....	156,844	-	156,844
Tax foreclosures.....	79,778	-	79,778
TOTAL ASSETS.....	\$ 19,993,205	\$ 5,612,778	\$ 25,605,983
LIABILITIES AND FUND BALANCES			
LIABILITIES:			
Warrants payable.....	\$ 543,214	\$ 396,026	\$ 939,240
Accrued payroll.....	1,241,257	57	1,241,314
Tax refunds payable.....	235,000	-	235,000
Other liabilities.....	1,357,804	-	1,357,804
Deferred revenues.....	5,239,108	734,624	5,973,732
Notes payable.....	-	600,000	600,000
TOTAL LIABILITIES.....	8,616,383	1,730,707	10,347,090
FUND BALANCES:			
Reserved for:			
Encumbrances and continuing appropriations.....	2,689,290	-	2,689,290
Stabilization.....	-	1,407,688	1,407,688
Perpetual permanent funds.....	-	355,894	355,894
Unreserved:			
Designated for investment in joint venture.....	3,334,541	-	3,334,541
Designated for subsequent year's expenditures.....	1,807,165	-	1,807,165
Undesignated, reported in:			
General fund.....	3,545,826	-	3,545,826
Special revenue funds.....	-	2,711,213	2,711,213
Capital projects funds.....	-	(624,106)	(624,106)
Permanent funds.....	-	31,382	31,382
TOTAL FUND BALANCES.....	11,376,822	3,882,071	15,258,893
TOTAL LIABILITIES AND FUND BALANCES.....	\$ 19,993,205	\$ 5,612,778	\$ 25,605,983

Town of Burlington

TOWN OF BURLINGTON

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES FISCAL YEAR ENDED JUNE 30, 2003

(UNAUDITED)

	General	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:			
Real estate and personal property taxes, net of tax refunds.....	\$ 52,644,291	\$ -	\$ 52,644,291
Tax liens.....	116,652	-	116,652
Motor vehicle and other excise taxes.....	2,929,745	-	2,929,745
Hotel/motel tax.....	956,453	-	956,453
Charges for services.....	288,663	-	288,663
Water and sewer charges.....	4,751,685	-	4,751,685
Penalties and interest on taxes.....	373,422	-	373,422
Fees and rentals.....	126,489	-	126,489
Payments in lieu of taxes.....	46,071	-	46,071
Licenses and permits.....	600,611	-	600,611
Intergovernmental.....	11,799,977	2,100,772	13,900,749
Departmental and other.....	926,003	3,027,775	3,953,778
Contributions.....	-	426	426
Investment income.....	224,579	65,048	289,627
TOTAL REVENUES.....	75,784,641	5,194,021	80,978,662
EXPENDITURES:			
Current:			
General government.....	3,822,820	1,076,602	4,899,422
Public safety.....	10,328,718	86,303	10,415,021
Education.....	31,922,120	3,175,172	35,097,292
Public works.....	5,747,604	764,171	6,511,775
Water and sewer.....	2,829,260	-	2,829,260
MWRA assessment.....	3,201,383	-	3,201,383
Human services.....	969,955	83,959	1,053,914
Culture and recreation.....	2,258,537	980,441	3,238,978
Pension benefits.....	6,040,459	-	6,040,459
Employee benefits and insurance.....	7,273,159	-	7,273,159
Claims and judgments.....	123,657	-	123,657
State and county charges.....	656,250	-	656,250
Debt service:			
Principal.....	2,075,926	-	2,075,926
Interest.....	1,075,199	-	1,075,199
TOTAL EXPENDITURES.....	78,325,047	6,166,648	84,491,695
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	(2,540,406)	(972,627)	(3,513,033)
OTHER FINANCING SOURCES (USES):			
Operating transfers in.....	929,166	701,210	1,630,376
Operating transfers out.....	(911,947)	(718,429)	(1,630,376)
TOTAL OTHER FINANCING SOURCES (USES).....	17,219	(17,219)	-
NET CHANGE IN FUND BALANCES.....	(2,523,187)	(989,846)	(3,513,033)
FUND BALANCES AT BEGINNING OF YEAR.....	13,900,009	4,871,917	18,771,926
FUND BALANCES AT END OF YEAR.....	\$ 11,376,822	\$ 3,882,071	\$ 15,258,893

TOWN OF BURLINGTON

 PROPRIETARY FUNDS
 STATEMENT OF NET ASSETS
 JUNE 30, 2003

(UNAUDITED)

	Business-type Activities Enterprise Funds		Governmental Activities - Internal Service Funds	
	Ice Palace Enterprise			
ASSETS				
CURRENT:				
Cash and short-term investments.....	\$	205,545	\$	1,115,437
Working capital deposit.....		-		948,400
Total current assets.....		205,545		2,063,837
NONCURRENT:				
Capital assets, net of accumulated depreciation.....		1,570,917		-
TOTAL ASSETS.....		1,776,462		2,063,837
LIABILITIES				
CURRENT:				
Bonds and notes payable.....		1,269,000		-
NET ASSETS				
Invested in capital assets, net of related debt.....		301,917		-
Unrestricted.....		205,545		2,063,837
TOTAL NET ASSETS.....	\$	507,462	\$	2,063,837

Town of Burlington

TOWN OF BURLINGTON

PROPRIETARY FUNDS

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2003

(UNAUDITED)

	Business-type Activities <u>Enterprise Funds</u>	Governmental Activities - <u>Internal Service Funds</u>
	Ice Palace Enterprise	
OPERATING REVENUES:		
Employee contributions	\$ -	\$ 1,109,526
Employer contributions	-	3,504,574
Charges for services	<u>710,338</u>	<u>-</u>
 TOTAL OPERATING REVENUES	 <u>710,338</u>	 <u>4,614,100</u>
OPERATING EXPENSES:		
Cost of services and administration	488,047	-
Depreciation.....	60,789	-
Employee benefits	<u>-</u>	<u>3,410,746</u>
 TOTAL OPERATING EXPENSES	 <u>548,836</u>	 <u>3,410,746</u>
 OPERATING INCOME (LOSS).....	 <u>161,502</u>	 <u>1,203,354</u>
NONOPERATING REVENUES (EXPENSES):		
Investment income.....	3,654	17,657
Interest expense.....	<u>(71,578)</u>	<u>-</u>
 TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	 <u>(67,924)</u>	 <u>17,657</u>
 INCOME (LOSS) BEFORE OPERATING TRANSFERS.....	 <u>93,578</u>	 <u>1,221,011</u>
 NET ASSETS AT BEGINNING OF YEAR.....	 <u>413,884</u>	 <u>842,826</u>
 NET ASSETS AT END OF YEAR.....	 <u>\$ 507,462</u>	 <u>\$ 2,063,837</u>

TOWN OF BURLINGTON

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET ASSETS
JUNE 30, 2003

(UNAUDITED)

	Scholarship Funds	Agency Funds
ASSETS		
CURRENT:		
Cash and short-term investments.....	\$ 612,666	\$ 3,347,826
Investments.....	513,579	-
Receivables, net of allowance for uncollectibles:		
Departmental and other.....	-	66,555
TOTAL ASSETS.....	1,126,245	3,414,381
LIABILITIES		
Warrants payable.....	-	38,124
Liabilities due depositors.....	-	3,309,702
Deferred revenue.....	-	66,555
TOTAL LIABILITIES.....	-	3,414,381
NET ASSETS		
Held in trust for other purposes.....	\$ 1,126,245	\$ -

TOWN OF BURLINGTON
FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS
FISCAL YEAR ENDED JUNE 30, 2003

(UNAUDITED)

	Scholarship Funds
<u>ADDITIONS:</u>	
Contributions.....	\$ 292,544
Interest.....	34,609
TOTAL ADDITIONS.....	<u>327,153</u>
<u>DEDUCTIONS:</u>	
Educational scholarships.....	<u>183,186</u>
CHANGE IN NET ASSETS.....	143,967
NET ASSETS AT BEGINNING OF YEAR.....	<u>982,278</u>
NET ASSETS AT END OF YEAR.....	<u>\$ 1,126,245</u>

TOWN OF BURLINGTON

DIRECTORY

Department Town of Burlington	Telephone (Area Code 781)	E-mail/Web Address
Burlington Web		www.burlington.org
Information/Connecting all Departments	270-1600	
Main Fax Number Connecting Offices	270-1608	
Accounting	270-1610	accounting@burlmass.org
Assessors	270-1650	assessor@burlmass.org
B-CAT	273-5922	bcac@burlington.mec.edu
B-Line Information	270-1965	
Board of Health		
Public Nurse	270-1957	nurse@burlmass.org
Sanitarian/Environmental Engineer	270-1954	health@burlmass.org
Building Inspector	270-1615	building@burlmass.org
Community Life Center	270-1961	bcac@burlmass.org
Conservation Commission	270-1655	conservation@burlmass.org
Council On Aging	270-1950	coa@burlmass.org
C.O.A. Lunch Line	270-1952	
Dog Pound	270-1698	aco@burlmass.org
Emergency Management Agency	270-1914	
Fire		
Emergency/Ambulance	911	
Communications for the Deaf	911	
Business	270-1925	fire@burlmass.org
Library	270-1690	library@burlmass.org
Management Information Systems	270-1613	
Planning Board	270-1645	planning@burlmass.org
Police		
Emergency	911	
Communications for the Deaf	911	
Business	270-1914	police@burlmass.org
Public Works	270-1670	dpw@burlmass.org
Chestnut Hill Cemetery	229-1879	
Pine Haven Cemetery	229-1879	
Central Maintenance	270-1678	
Engineering	270-1640	engineering@burlmass.org
Highway	270-1677	
Water & Sewer Utilities Division	270-1679	
Sewer Section	229-2043	
Mill Pond Water Treatment Plant	270-1680	
Vine Brook Ground Water Treatment Plant	270-1682	
Recreation		
Office	270-1695	recreation@burlmass.org
Garage	270-1697	
School Department	270-1800	www.burlington.mec.edu
Burlington High School	270-1838	
Foxhill School	270-1791	
Francis Wyman School	270-1701	
Marshall Simonds School	270-1781	
Memorial School	270-1721	
Pine Glen School	270-1712	
Selectmen	270-1630 and 270-1631	selectmen@burlmass.org
Shawsheen Regional Technical School	(978) 667-2111	www.shawsheen.tec.ma.us
State Internet Portal		www.mass.gov
Tax Collector	270-1625	tax@burlmass.org
Town Administrator	270-1635	selectmen@burlmass.org
Town Clerk	270-1660	clerk@burlmass.org
Treasurer	270-1623	treasurer@burlmass.org
Veterans Agent	270-1959	veterans@burlmass.org

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OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2004

ANNUAL REPORT
OF THE
TOWN OFFICERS
YEAR ENDING
DECEMBER 2004



BURLINGTON
MASSACHUSETTS

In Memoriam

Mary R. Bussell

School Clerk – Retired

Mary J. Chiodi

School Clerk – Retired

Ralph J. Dalba

School Custodian – Retired

John Herbert Danielson

School Custodian – Retired

Eleanor Doyle

Traffic Supervisor Police –
Retired

Eugene Driscoll

Principal Memorial School –
Retired

Marjorie Faulkner

Teacher – Retired

Douglas J. Hyde

Firefighter – Retired and former
Board of Health Member

Patricia Mello

Teacher – Retired

Ann M. Mulcahy

School Clerk

David O'Hearn

Teacher – Retired

Garry R. Osborne

School Custodian

John Nolan

Teacher

Karen Plasse

Teacher

Hazel Schuler

Town Hall Clerk – Retired

Helen Sousa

School Cafeteria – Retired

Ernest Spack

DPW Eng. Div. Subdivision
Inspector – Retired

Nina Warner

Teacher

Marie Yazbak

Teacher – Retired

Employees, board and committee members who have passed away during 2004

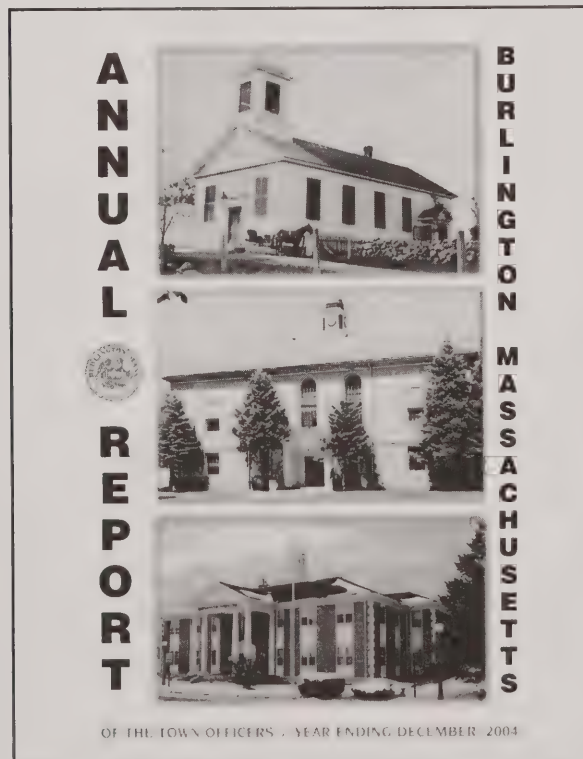
ON THE COVER:

First Town Hall, ca. 1890s

Burlington's first Town Hall was built across from the old burial ground or first cemetery, in what is now Simonds Park. Built in 1844, the building stood near the current location of the baseball field. It was destroyed by fire in 1902. (photo from Town Archives)

Second Town Hall, 1915

Built in 1915, the second Town Hall stood at the current location of the Town Hall Annex, 27 Center Street. It served the town until 1969. (photo from Town Archives)



Third Town Hall, 1969

The third Town Hall was constructed in 1969. A Colonial-style structure, it served the town for nearly 30 years and underwent a substantial interior renovation before being reopened in March of 1999. (photo by Pauline Crusco)

Cover designed by Peter Amirault of TYPE A of Medford.

Special thanks to Daniel McCormack, our Town Archivist, for his expertise, knowledge and diligence in helping to locate the old photos which appear on the cover.

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Special thanks to Pauline Crusco for all her effort and hard work organizing this report.

TOWN OF BURLINGTON DIRECTORY

Department Town of Burlington	Telephone (Area Code 781)	E-mail/Web Address
Burlington Web		www.burlington.org
Information/Connecting all Departments	270-1600	
Main Fax Number Connecting Offices	270-1608	
Accounting	270-1610	accounting@burlmass.org
Assessors	270-1650	assessor@burlmass.org
B-CAT	273-5922	bcata@burlington.mec.edu
B-Line Information	270-1965	
Board of Health		
Public Nurse	270-1957	nurse@burlmass.org
Sanitarian/Environmental Engineer	270-1954	health@burlmass.org
Building Inspector	270-1615	building@burlmass.org
Community Life Center	270-1961	bclc@burlmass.org
Conservation Commission	270-1655	conservation@burlmass.org
Council On Aging	270-1950	coa@burlmass.org
C.O.A. Lunch Line	270-1952	
Dog Pound	270-1698	aco@burlmass.org
Emergency Management Agency	270-1914	
Fire		
Emergency/Ambulance	911	
Communications for the Deaf	911	
Business	270-1925	fire@burlmass.org
Library	270-1690	library@burlmass.org
Management Information Systems	270-1613	
Planning Board	270-1645	planning@burlmass.org
Police		
Emergency	911	
Communications for the Deaf	911	
Business	270-1914	police@burlmass.org
Public Works	270-1670	dpw@burlmass.org
Chestnut Hill Cemetery	229-1879	
Pine Haven Cemetery	229-1879	
Central Maintenance	270-1678	
Engineering	270-1640	engineering@burlmass.org
Highway	270-1677	
Water & Sewer Utilities Division	270-1679	
Sewer Section	229-2043	
Mill Pond Water Treatment Plant	270-1680	
Vine Brook Ground Water Treatment Plant	270-1682	
Recreation		
Office	270-1695	recreation@burlmass.org
Garage	270-1697	
School Department	270-1800	www.burlington.mec.edu
Burlington High School	270-1838	
Foxhill School	270-1791	
Francis Wyman School	270-1701	
Marshall Simonds School	270-1781	
Memorial School	270-1721	
Pine Glen School	270-1712	
Selectmen	270-1630 and 270-1631	selectmen@burlmass.org
Shawsheen Regional Technical School	(978) 667-2111	www.shawsheen.tec.ma.us
State Internet Portal		www.mass.gov
Tax Collector	270-1625	tax@burlmass.org
Town Administrator	270-1635	selectmen@burlmass.org
Town Clerk	270-1660	clerk@burlmass.org
Treasurer	270-1623	treasurer@burlmass.org
Veterans Agent	270-1959	veterans@burlmass.org

Annual Reports of the Town of Burlington, Massachusetts 2004

A part of Woburn in 1642, a Woburn Precinct as of 1730.

Burlington was incorporated as a town on February 28, 1799.

Population as of January 2003: 23,397.

Area of Town - 7,577 acres or 11.88 square miles.

Tax Rate FY04 - Residential: \$ 8.10

Commercial: \$28.00

Elevation at Town Hall - 220 feet above sea level.

Governor:	Mitt Romney State House Boston, MA 02133
U.S. Senators:	Edward M. Kennedy 2400 John F. Kennedy Federal Bldg. Boston, MA 02203 John F. Kerry 1 Bowdoin Square, 10th Floor Boston, MA 02114
Congressman: 6th District	John Tierney 17 Peabody Square Peabody, MA 01960
Councilor: 6th District	Michael J. Callahan 500 Salem St. Medford, MA 02155
State Senator: 4th Middlesex	Robert A. Havern State House, Room 513 Boston, MA 02133
Representative: 21 Middlesex	Charles Murphy State House, Room 156 Boston, MA 02133

TOWN GOVERNMENT SCHEDULE

Board of Appeals	Meets on the first and third Tuesdays of the month, Town Hall, 7:30 P.M.
Board of Assessors	Meets the second Thursday of the month, Town Hall, 6:00 P.M.
Board of Health	Meets the second and fourth Tuesdays of the month, Town Hall, 7:00 P.M.
Board of Selectmen	Meets the second and fourth Mondays of the month, Town Hall, 7:00 P.M.
Conservation Commission	Meets the second and fourth Thursdays of the month, Town Hall, 7:00 P.M.
Council on Aging	Meets the second Wednesday of the month, 61 Center St., 10:00 A.M.
Historical Commission	Meets the third Wednesday of the month, Town Hall Annex, 7:00 P.M.
Housing Authority	Meets on the first Wednesday of the month, 15 Birchcrest St., Noon
Library Trustees	Meets on the second Thursday of the month, Library, 7:00 P.M.
Planning Board	Meets the first and third Thursdays of the month, Town Hall, 7:30 P.M.
Recreation Commission	Meets on the second and fourth Mondays, 61 Center St., Rm. 103 7:00 P.M.
School Committee	Meets the second and fourth Tuesdays of the month, Burlington High School, 7:30 P.M.
State Representative Charles Murphy	Public hours the third Wednesday of the month, 61 Center St. Room 103, 6-7 P.M.

Town Meeting Meets the fourth Monday in January, second Monday in May (annual), and fourth Monday in September, Fogelberg Auditorium, Burlington High School, 7:30 P.M.

All other scheduled board/committee meetings are posted at Town Hall and are published as a monthly calendar on the Town Clerk's web page www.burlington.org/clerk then click on the link to Public Meetings/Hearings.

TOWN HALL SCHEDULE

Open Daily: 8:30 a.m. - 4:30 P.M., Monday thru Friday
All offices

Nurse: Walk-in Clinic 2nd Wednesday - 5:30 P.M. Human Services Center, 61 Center St.

Board of Health/Lahey Clinic Free Care Community Clinic, 2nd Thursday, 5:30 P.M. - 8:00 P.M. by appointment only, call the nurse at 270-1957. This program is offered to residents aged 19 - 65 who do not have health insurance or are under insured.

ELECTED OFFICIALS

Town Clerk (5 Yrs.)

Jane L. Chew	7 Winn Valley Dr.	2006
<i>Elected 4/85</i>		

Moderator (1 Yr.)

Robert P. Marrano	14 Michael Dr.	2005
<i>Elected 4/98</i>		

Selectmen (3 Yrs.)

Albert L. Fay, Jr.	11 Raymond Rd.	2006
<i>Elected 4/00</i>		
Gary J. Gianino	11 Thornton Dr.	2005
<i>Elected 4/93</i>		
Joseph A. Impemba	11 Briarwood Ln.	2006
<i>Elected 4/91</i>		
Kevin B. McKelvey	4 Allison Dr.	2007
<i>Elected 4/98</i>		
Sonia Rollins	8 Paula St.	2007
<i>Elected 4/04</i>		

Assessors (3 Yrs.)

Lisa M. Annunziata	5 Independence Dr.	2007
<i>Appt. 7/99 Elected 4/00</i>		
Michael W. Crocker	15 Thornton Dr.	2005
<i>Appt. 2/98 Elected 4/98</i>		
Paul R. Sheehan	5 Thornton Dr.	2006
<i>Appt. 1/99 Elected 4/99</i>		

Treasurer/Collector (3 Yrs.)

Brian P. Curtin	3 Lee Ave.	2007
<i>Elected 4/76</i>		

School Committee (3 Yrs.)

Christine M. Monaco	18 Corcoran Rd.	2007
<i>Elected 4/92</i>		
Thomas F. Murphy, Jr.	3 Lexington St.	2007
<i>Elected 4/93</i>		
Stephen A. Nelson	25 Fairfax St.	2005
<i>Elected 4/96</i>		
Sharon Marie Sotiros	17 Hart St.	2006
<i>Elected 4/03</i>		
John L. Vanella	8 Pearson Circle	2005
<i>Elected 4/81</i>		

Library Trustees (3 Yrs.)

Paula F. Bernard, Jr.	263A Cambridge St.	2006
<i>Appt. 10/02 Elected 4/03</i>		
Edith F. Entwistle	62 Beaverbrook Rd.	2005
<i>Elected 4/96</i>		
Ellen Marie Ferguson	76 Francis Wyman Rd.	2007
<i>Elected 4/01 (W/I)</i>		
Samuel P. Martorano	1 Laurel Ln.	2005
<i>Write-in 4/03</i>		
Eileen C. Sickler	13 Foster Rd.	2006
<i>Appt. 6/03 Elected 4/04</i>		
Steven E. Wasserman	3 Indian Hill Rd.	2007
<i>Elected 4/04 (W/I)</i>		

Planning Board (5 Yrs.)

Ernest E. Covino, Jr.	1 Marvel Ave.	2005
<i>Elected 4/89</i>		
Ann M. Cummings	20 Tinkham Ave.	2008
<i>Elected 4/03</i>		
John A. DeFrancesco	50 Westwood St.	2007
<i>Elected 4/82</i>		
Albert L. Fay, Jr.	11 Raymond Rd.	2009
<i>Elected 4/94</i>		
Jayne L. Hyde	17 Meadowvale Rd.	2007
<i>Elected 4/96</i>		
Paul R. Raymond	1 Dorothy Rd.	2005
<i>Elected 4/90</i>		
Paul F. Roth	249 Fox Hill Rd.	2006
<i>Appt. 10/97 Elected 4/98</i>		

Board of Health (3 Yrs.)

James J. Dion	19 Crystal Circle	2006
<i>Elected 4/97</i>		
Eugene Terry McSweeney	1 McSweeney Way	2005
<i>Elected 4/99</i>		
Catherine E. Read	22 University Ave.	2006
<i>Appt. 3/02 Elected 4/03</i>		
Edmund F. Wall	4 Waite Ave.	2007
<i>Elected 4/01</i>		
Edward J. Weiner	43 Freeport Dr.	2007
<i>Elected 4/89</i>		

Constable – 1st (3 Yrs.)

Sheila E. Howard	2 Hallmark Gardens #4	2007
<i>Elected 4/96</i>		

Constable – 2nd (3 Yrs.)

Anthony J. Saia	27 Alcine Ln.	2007
<i>Elected 4/77</i>		

Housing Authority(5 Yrs.)

Joseph J. Arena	10 Moss St.	2009
<i>Elected 4/84</i>		
M. Harrison Graham	14 Birchcrest St. #D2	2006
<i>Elected 4/81</i>		
James H. Langley, Jr.	13 Algonquin Dr.	2008
<i>Elected 4/03</i>		
James J. Rogers	42 Locust St.	Gov.
<i>Appt. (1999)</i>		
Michael S. Runyan	7A Mountain Rd.	2007
<i>Elected 4/02</i>		

Recreation Commission (3 Yrs.)

Kristine E. Brown	8 Luther Rd.	2007
<i>Elected 4/03</i>		
John J. Ferren	37 Lantern Ln.	2006
<i>Elected 4/97</i>		
Christine M. Monaco	18 Corcoran Rd.	School
<i>Comm. Appt.</i>		
Paul R. Raymond	1 Dorothy Rd.	
<i>Planning Bd. Appt.</i>		
Kevin J. Sullivan	14 Frothingham Rd.	2005
<i>Elected 4/01</i>		

Shawsheen Tech (3 Yrs.)

Paul V. Gedick	5 County Rd.	2006
<i>Elected 4/03</i>		
Alfred J. Verrier	12 Mohawk Rd.	2005
<i>Elected 4/89</i>		

**REPORT OF THE BOARD OF SELECTMEN
AND THE TOWN ADMINISTRATOR**



Board of Selectmen: Front row (left to right): Joseph A. Impemba, Vice Chairman; Albert L. Fay, Chairman; Sonia A. Rollins; Back row (left to right): Kevin B. McKelvey; Gary J. Gianino

The Board of Selectmen were faced with a number of challenging and difficult decisions during the most recent year as we attempted to deal with a continuing general malaise in our local economy and a stagnant revenue stream from the State. The Board has been steadfast in its resolve to maintain the same level of service the residents of Burlington have come to expect for their tax dollars in spite of the diminished revenues in both our locally generated receipts as well as the reduced State Aid. Unfortunately, the Board has had to make difficult decisions with respect to the tax burden upon our residents and our Commercial/Industrial partners. As in the past, the Board is acutely aware of the difficulties some homeowners are experiencing as overall property value increases in Town begin to shift to the residential property owner. The Board took the advice of our Financial team during the most recent Classification Hearing to set our tax rates for the next year and voted to institute a new policy to "shift" more of the overall tax levy burden to the Commercial/Industrial sector in recognition of our residents' difficulties in meeting their tax obligation. In many respects, Burlington is indeed fortunate that we do have the diversity within our taxable properties to allow us to mitigate the increasing bills while maintaining our level service goal.

The Board was involved in a number of significant policy decisions during the past year pertaining to licensing issues. As in most Massachusetts communities, the Selectmen are the Licensing Authority for such matters as liquor licenses

and Class II Motor Vehicle licensing. The Board instructed our Police Dept to become aggressive in its enforcement of the sale of alcohol to minors. This resulted in a town wide "sting" operation that provided the Board members and the license holders with a true indication of where problems may exist within our community. Fortunately, Burlington has a very determined group of license holders who heartily endorsed the Board's efforts in this initiative. In the fall of 2004, the Board adopted a new series of fines and penalties for violations of any portion of our local and State statutes regarding the dispensing of alcohol.

Similarly, the Board has been adamant in its determination to control the sale of second hand motor vehicles in our community. As we mentioned in last year's report, the Board instituted a consistent policy directed at those license holders engaged in the sale of motor vehicles in Burlington designed to protect our neighborhoods as well as those residents who chose to purchase a vehicle from a permitted license holder.

The election in April produced a change in the Board when Sonia Rollins was elected to the seat previously held by Juliet Perdichizzi. The Board welcomed Sonia to her new role as an elected official and extends our heartfelt thanks on behalf of all the residents of Burlington to Juliet for her determination and commitment to improving the lives of our residents during her six years of public service as a Selectmen. The Board chose to re-elect Al Fay as it's Chairman and Joseph Impemba as the Vice-Chair. We look forward to a productive year ahead with our newest member.

Fiscal Issues

As mentioned previously, the challenges presented to the Board and the Town Administrator certainly revolved, for the most part, around the fiscal climate we were presented as the Budget for FY 2004-05 was being developed. The Town Administrator advised the Board early in the process that he and the rest of our Finance Managers would propose an operating budget increase of no greater than 2%! This was presented to us in spite of the fact that our "budget buster" items (Health Care, Retirement Assessments, Town Insurance, Special Education Cost, Shawsheen Technical High Assessment etc, etc) were increasing at a rate exceeding 10% and would likely absorb all of the available new revenue for the next fiscal year. The management team did propose to increase the tax levy by 4% and to utilize some available money from our NESWC tip fee account to balance our budget for fiscal year 2005. The Town Administrator has been clear in his budget messages to us and the Ways and Means

Committee that continuing to rely on 2% operating growth is not sustainable and if conditions do not improve, the very real specter of service cutbacks and layoffs may become a reality in Burlington. On the other hand, because of our very conservative approach to budgeting and forecasting revenues, the credit rating bureaus who review a Town's fiscal condition, recently upgraded our credit rating from a AA to a AA+ which is clearly a positive indicator that we are planning our fiscal future accordingly and remain as a recognized, well managed Massachusetts community. This recent review was due to the creative approach the Town took to address an imminent issue with the middle school HVAC system. As mentioned last year, the Board and the Administration were aware of a looming crisis with the HVAC at the middle school. By working closely with the School Committee and it's Administration, the Town was able to accommodate this major expenditure by "re-working" our ten year bond schedule to include this Capital need without seriously affecting our needs in the future. We plan to continue this positive dialogue with our partners on the School side especially in view of the School's determination to proceed with an overall system wide facility assessment. Going forward, we have instructed the Administration to remain conservative in its budget forecasting while continuing to deliver our services at a high performance level to the taxpayers of Burlington.

Land Swap

Although this important initiative is now some 3 years old, the Board and the Administration are pleased that we saw measurable benchmarks attained during 2004.

Town Meeting did approve the sale of a single lot for the construction of a home within the Grandview parcel. The proceeds from that sale will be used to begin the restoration and renovations of the farm complex that has been a goal of the 20 member volunteer committee established three years ago. In addition, during 2004, Mr. Ruping broke ground for his approved residential complex off of Mountain Rd/Wall Street that will provide 36 rental units of senior affordable housing as well as 144 market rate apartments. Finally, after a lengthy process of procurement, the Town selected a design team to build 42 units of senior affordable "For Sale" condos on a 2 acre parcel behind the farm complex as the final part of the original PDD approved in May of 2001. What has been especially gratifying to the Board is the fact that upon release of the information that senior units will be available for rent and/or sale, over 400 (!) residents have submitted their names to the office of the Town Administrator for consideration when the units become available!

Although this has been a long, arduous process, we are extremely pleased by the level of interest expressed by residents in Burlington for this project.



*Town Administrator
Robert A. Mercier*

Infrastructure Improvements

During this past year, the Board and the Administration continued to focus much of our energy and resources to upgrading and improving our infrastructure. In spite of the difficult economic times, we are mindful of our overall responsibility to maintain the investment this community has made in its capital assets. The Town Administrator provided \$700,000 for roadway improvements in the first bond issue he proposed to the Board and this money was spent during this past year along with our allocation of Chapter 90 State funds that, in total, provided for well over \$1,000,000 in expenditures for roadway/drainage improvements in 2004. Additionally, the Town completed an assessment of the Mill Pond Treatment plant that serves as a secondary or "back-up" water plant for the Ground Water Treatment plant off of Middlesex Turnpike. The Town Administrator has informed the Board that this plant upgrade is important and he will propose we begin the process of designing for the improvements in 2005. We are also seeking money to be provided by the State at a 2% loan rate for the construction improvements necessary at this facility. It is the Town Administrator's belief that the cost of these improvements/upgrades will exceed \$5,000,000 and he has built into his 10-year bond program the cost of this major investment.

As a final note of interest during 2004, the Town Administrator informed the Board that he was looking to address the Administrative Consent Order under which the Town was limited to how much new sewer effluent can be added to the MWRA system in Burlington. The Town has some major new developments coming on line during the next few years and the Board, along with the Administrator, would like to petition the DEP to amend the current Consent Order to allow for reasonable, sustainable growth within Burlington to help ease the tax burden on the residential homeowner. This relief will coincide with the recent announcement by the MWRA that the so-called Cummingville Sewer line upgrade though Winchester is scheduled for construction in 2005.

Personnel Matters

As is the case on an annual basis, the Town experienced long time employees leaving our service with new faces joining our team to continue our legacy of strong management and commitment to service delivery. In October, Fire Chief Paul Thibault retired from the fire service. Chief Thibault was honored for his long, distinguished career and recognized for his advocacy for the Department under his control. In addition, long time Assistant Town Administrator Lawrence Rittenberg retired from his position at the end of September. Mr. Rittenberg defined the position of Assistant Town Administrator in Burlington and was an invaluable confidant of the Town Administrator. Both Chief Thibault and Mr. Rittenberg should be proud of their long service to this community and they will both be missed by their peers and most importantly by their many friends here in Burlington.

The Town Administrator did commence an immediate process to replace both of these valuable employees. He appointed Lee Callahan as our new Fire Chief after conducting a series of interviews with three very qualified candidates. Steve Yetman, who became the new Assistant Chief under Chief Callahan, filled the vacancy created by the promotion of Lee Callahan. In October, the Town Administrator appointed Anthony Troiano from Barnstable, Massachusetts to be the new Assistant Town Administrator. Both of these key members of the management team will provide us with the same excellence expected of our employees here in Burlington and the Board as well as the Town Administrator look forward to utilizing the expertise of these new managers during demanding and difficult financial times.

On a sad note, the Town lost two very important and recognized individuals this past year. Doug Hyde was a long time member of the Fire Department as well as an elected member of the Board of Health. Many people remember Doug walking down Bedford Street waving to passer-bys with his ever-present walkman in place. Harold Dulong was a local Attorney who represented many clients before our various boards but most people remember Harold as a caring, giving human being who never said no to any request for help or assistance. He truly never forgot his roots.

To both of these outstanding individuals, the Town will not forget your contributions.

Summary

The Town continues to operate in an effective and efficient manner as we deal with the economic realities of the next few years. We continue to be in an envious position with respect to many of our neighbors because of our strong, diverse tax base that provides us a "buffer" against the pain of many of our surrounding communities.

The Board and the Town Administrator continue to believe in the intrinsic strength of our Town with it's committed volunteers as well as it's elected and appointed officials.

We remain confident we will "weather the storm" through these trying and challenging times. Of course, none of our success would be possible without the faith and confidence the people of Burlington have shown towards their officials. For that confidence, we remain grateful.

To all of our employees, please except our deep appreciation for a job "well done" in sometimes trying circumstances. You are the best!! Thank you.

Respectfully submitted,

The Board of Selectmen:

Albert L. Fay, Jr., Chairman
Joseph A. Impemba, Vice-Chairman
Gary J. Gianino, Member
Kevin B. McKelvey, Member
Sonia A. Rollins, Member

Administration:

Robert A. Mercier, Town Administrator
Anthony J. Troiano, Assistant Town Administrator

Professional staff:

Janis Critch, Executive Assistant to the T.A.
Pauline Crusco, Principal Clerk
Sandra Madigan, Principal Clerk
Jean Gallant, Senior Clerk

HUMAN RESOURCES DEPARTMENT

It's hard to believe yet another year has passed! June 6, 2004 was the Town's third "Employee Appreciation Day" and as with the previous two years was well received by the municipal employees. We are so grateful that Mother Nature once again cooperated and bestowed upon us a beautiful early-summer day. Local caterer Culinary Creations provided the food for our barbeque and of course the most fun for all is the raffle prize giveaway. Many thanks to all of the employees and municipal unions who assist in organizing this event, bringing in the raffle prizes and helping to make this annual event the success that it is!

Whether an employer is a public or private entity, employee training and continuous improvement remains an integral aspect of employee development. Municipal Department Heads participated in workshops entitled "Managing Change in the Workplace" and "Providing Performance Feedback". Relevant staff was also trained by Lt. Mark Saia of the Fire Department on the recent changes to HIPAA (Health Insurance Portability and Accountability Act of 1996) to ensure that staff is in compliance with the recent federal mandatory medical privacy law changes. Public Works staff participated in respectful workplace training and administrative staff participated in a "Think and Do" workshop, focusing on our customer service experiences and how we can continue to provide our internal and external customers exceptional service.

All of the Union Contracts on the municipal side expired effective June 30, 2004. The Town Administrator and I were quite busy with collective bargaining throughout the summer, fall and winter. At this time, we have settled with the B.M.E.A., D.P.W., Fire and Police Command Officers. We are also very close with the Patrol Officers and hope to have that Contract settled by the end of January. The School Department's Union Contracts are due to expire June 30, 2005.

This past fall, Fire Chief Paul Thibault retired and Assistant Fire Chief Lee Callahan was promoted to the position of Fire Chief. Lt. Steve Yetman was promoted to the position of Assistant Fire Chief. Further, Assistant Town Administrator Larry Rittenberg retired and Anthony Troiano was hired to replace him. We anticipate many positive organizational initiatives that will be brought about by these important management changes.

On the educational side, I was pleased to participate in the Search Committee for the position of Principal of the Fox Hill Elementary School. Although all of us on the School Department's Administrative Council were sorry to see Richard Benowitz retire, we were thrilled to welcome Eric Sprung to the team!

2004 was another busy and exciting year. I anticipate the challenges and initiatives that 2005 promise to bring to both the municipal and school departments. Again, I wish to extend my sincerest thanks to Bob Mercier and Jim Picone for their guidance and leadership. As always: A million thanks to Janis, Pauline, Jean and Sandi: Bob, Tony and I would be lost without you! A special 'thank you' to Rosemary and Denise for always assisting when needed.

Respectfully submitted,

Anne Marie Tucciarone-Mahan
Human Resources Director

TOWN COUNSEL

During 2004, Town Counsel handled a number of complex litigation matters. In addition, the firm rendered numerous legal opinions to various Town boards, approved contracts as to form, and handled a number of real estate transactions. There are currently eleven active litigation cases involving the Town and the School Department. Ten of these cases involve appeals from decisions of the Board of Appeals, the Planning Board, and the Conservation Commission, and one involves School Department labor matters. A total of five cases were resolved in 2004.

Town Counsel has been working closely with the Town administration to ensure completion of the Grandview Farm land exchange and the development of the affordable housing units pursuant to that agreement. We have also been assisting the Town in the disposition of the Sleeper Drive Parcels.

We extend our appreciation to the Board of Selectmen for their confidence in retaining this firm, and appreciate the assistance and cooperation on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, department heads, boards, committees, and other Town personnel. We look forward to working with the members of the Town Government in the future.

Respectfully submitted,

Leonard Kopelman, for the
Firm of Kopelman and Paige, P.C.

TOWN CLERK

The Town Clerk's Office conducted 37,127 transactions with the public this year. Total revenue generated 2004 was \$131,936.

In the fall of 2004, a new feature was added to our web page that allows voters to confirm their voting status and party enrollment. This public service will allow voters 24-hour access to up-to-date information and will alleviate calls and trips to the office prior to elections to verify voting status.

The Town Clerk's website is updated regularly and includes Town Meeting minutes and attendance, upcoming election dates, sample ballots and results. Also included is: Resident's Guide, General Bylaws, Zoning Bylaws, Town Demographics, Elected and Appointed Officials and Town Meeting Members, Meeting Calendar, Voter Information, Business Listings, etc. Please visit us at www.burlington.org/clerk and the Archives at www.burlington.org/clerk/archives.

Following are the historical profiles on Births, Marriages, Deaths, Voting Statistics; Election results; and the Archives report. Town Meeting Minutes are included in the Appendix.

It has been our pleasure to serve you this year.

Respectfully submitted,

Jane L. Chew, Town Clerk

VITAL STATISTICS

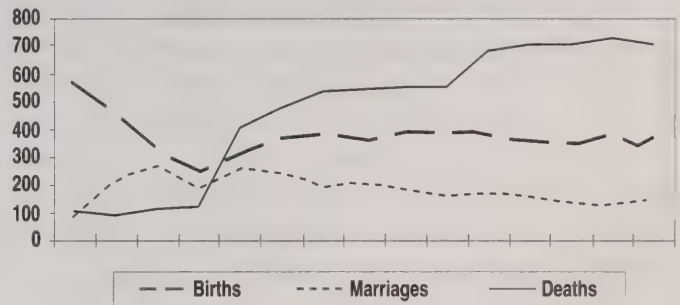
HISTORICAL PROFILE (adjusted)

The following Births, Marriages, and Deaths were recorded in the Office of the Town Clerk. The figures for marriages and deaths are not exclusively those of residents. The figures for births for the last two years do not include all out of wedlock births. As those figures become available from the state, the chart will be amended.

Note: Lahey Clinic opened in 1980

	Births	Marriages	Deaths
1965	509	80	99
1970	406	217	87
1975	265	263	105
1980	263	185	113
1985	259	253	403
1990	306	240	472
1995	322	196	532
1996	303	200	538
1997	326	191	547
1998	333	162	549
1999	323	165	671
2000	297	161	705
2001	287	140	695
2002	310	122	720
2003	257	117	713
2004	291	133	684

Received through 1/10/05



VOTING STATISTICS

VOTES CAST

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
1995	461	290	485	428	489	566	2719	20%
1996	298	157	347	269	317	315	1703	13%
1997	695	371	771	598	719	738	3889	30%
1998	608	261	622	513	593	594	3191	16%
1999	362	130	392	327	296	283	1790	13%
2000	607	304	572	541	673	595	3292	24%
2001	550	267	535	505	560	527	2944	21%
2002	419	188	361	386	433	416	2197	16%
2003	611	330	632	554	733	612	3472	25%
2004	860	430	748	629	906	845	4410	32%

SPECIAL ELECTIONS

Referendum 1985	1492	1224	1361	1277				5354	41%
Referendum 1991	1234	1338	1108	770	930	1093	6473	49%	
Prop 2½ 1994	718	385	667	672	768	735	3945	28%	
Selectman 1997	457	198	353	331	368	408	2115	15%	
Prop 2½ 2003	1113	592	1036	878	1177	1079	5875	42%	

PRESIDENTIAL PRIMARIES

March 1992	847	931	861	713	751	836	4939	36%
March 1996	335	244	344	321	313	359	1916	14%
March 2000	824	550	861	767	791	791	4584	32%
March 2004	452	305	452	417	509	439	2574	18%

STATE PRIMARIES

September 1994	484	310	523	482	499	526	2826	21%
September 1996	336	182	335	362	391	339	1944	14%
September 1998	566	371	609	556	589	577	3268	23%
September 2000	126	70	171	115	171	160	813	8%
September 2002	701	447	747	612	729	666	3902	28%
September 2004	144	96	195	154	180	162	931	7%

STATE/PRESIDENTIAL ELECTIONS

November 1988*	2051	1981	2157	1841	1814	2025	11869	88%
November 1990	1921	1958	2021	1677	1737	1908	11222	82%
November 1992*	2202	2444	2309	1840	1920	2076	12791	87%
November 1994	1818	1329	1715	1573	1687	1732	9854	72%
November 1996*	2101	1630	1974	1800	1905	1918	11328	79%
November 1998	1522	1008	1480	1295	1382	1408	8095	57%
November 2000*	2133	1582	2028	1828	2001	2000	11572	79%
November 2002	1726	1199	1693	1378	1738	1630	9364	66%
November 2004*	2279	1719	2170	1731	2174	2087	12160	83%

* Denotes Presidential Election

2004 Annual Report

ELECTION RESULTS

TOWN OF BURLINGTON
TOTAL TALLY SHEET

MARCH 2, 2004
Election

Eligible Voters 13,981
Total Votes Cast 2,574
Percent 18.4%

PRECINCT	1	2	3	4	5	6	TOTAL
Democrat	399	296	413	365	457	406	2,326
Republican	52	19	37	52	51	33	244
Libertarian	1	0	1	0	1	0	3
Green-Rainbow	0	0	1	0	0	0	1
TOTAL VOTES CAST	452	305	452	417	509	439	2,574
DEMOCRATIC PARTY							
Presidential Preference							
Blanks	0	1	0	2	2	4	9
Richard Gephardt	1	0	2	1	0	0	4
Joseph Lieberman	5	3	1	2	3	2	16
Wesley K. Clark	0	4	1	1	4	2	12
Howard Dean	4	5	4	12	15	11	51
Carol Moseley Braun	0	0	0	2	1	1	4
John Edwards	104	48	90	67	92	75	476
Dennis J. Kucinich	10	5	9	9	6	3	42
John F. Kerry	268	214	301	266	322	302	1,673
Lyndon H. LaRouche, Jr.	0	1	1	1	0	0	3
Al Sharpton	5	2	3	1	5	5	21
No Preference	2	1	1	1	4	1	10
Write-ins	0	2	0	0	3	0	5
TOTAL	399	286	413	365	457	406	2,326
State Committee Man							
Blanks	119	90	113	91	117	93	623
Robert C. Hogan	278	195	298	271	339	309	1,690
Write-ins	2	1	2	3	1	4	13
TOTAL	399	286	413	365	457	406	2,326
State Committee Woman							
Blanks	142	114	146	119	142	118	780
Patricia M. Deal	255	171	264	242	315	286	1,533
Write-ins	2	1	3	5	0	2	13
TOTAL	399	286	413	365	457	406	2,326
Democratic Town Committee							
Blanks	8,150	5,826	7,920	7,104	8,754	7,470	45,224
Richard H. Howard	168	113	190	151	201	213	1,036
Joseph A. Impemba	234	141	232	204	285	250	1,346
Teresa A. Tarpey	150	118	171	148	194	195	976
Albert L. Fay, Jr.	196	130	219	193	272	219	1,229
Jayne L. Hyde	162	115	195	176	211	191	1,050
Brian P. Curtin	232	157	229	204	263	242	1,327
John T. Mooney	176	125	188	176	210	198	1,073
Virginia E. Mooney	192	145	235	200	249	220	1,241
Sheila E. Howard	159	116	188	178	199	194	1,034
Anne Howard	155	113	175	152	189	201	985
David P. LeBlanc	152	109	177	155	193	171	957
Maureen F. Wall	150	111	167	140	180	169	917
Edmund F. Wall	150	109	168	140	180	172	919
Patricia A. Larson	149	113	171	155	210	180	978
Elmer Bud Larson	146	114	165	152	204	177	958
Robert C. Hogan	178	121	209	188	220	214	1,130
Janet E. Garden	142	110	171	140	167	166	896
Donald J. Flaherty	142	107	165	147	182	179	922
Richard C. Wilde	171	130	183	163	206	190	1,043
Eleanor N. O'Connell	162	136	184	149	190	183	1,004
John J. Ferren	178	121	197	163	239	204	1,102
Eileen F. Ferren	162	116	181	154	212	179	1,004
Helen I. Ferren	157	114	176	152	210	182	991
Charles A. Murphy	229	155	255	227	274	262	1,402
Nan R. Murphy	169	121	195	165	209	195	1,054
Paula P. McMahon	145	110	162	142	202	174	935
Paul R. Sheehan	164	119	178	158	195	191	1,005
Sharon Marie Soliros	168	112	173	163	186	188	990
Sheila Ann Flaherty	145	108	168	145	188	181	935

Town of Burlington

Richard D. Griffin	141	106	161	142	177	169	896
Kathleen Marie Fazio	157	106	172	147	178	178	938
Michelle S. Trousil	163	103	163	145	173	165	912
Catherine M. Devaney	149	105	193	155	193	187	982
Michael S. Runyan	164	126	188	151	203	183	1,015
Lisa Runyan	158	129	191	151	197	178	1,004
Write-in Winner	0	0	0	0	0	0	0
Write-ins All Others	0	0	0	0	0	0	0
TOTAL	13,965	10,010	14,455	12,775	15,995	14,210	81,410
PRECINCT	1	2	3	4	5	6	TOTAL
REPUBLICAN PARTY							
Presidential Preference							
Blanks	1	2	0	0	0	0	3
George W. Bush	46	14	30	48	44	31	213
No Preference	4	3	5	4	6	2	24
Write-ins	1	0	2	0	1		4
TOTAL	52	19	37	52	51	33	244
State Committee Man							
Blanks	11	4	7	10	7	5	44
Amos J. Eaton	41	13	29	42	44	27	196
Write-ins	0	2	1	0	0	1	4
TOTAL	52	19	37	52	51	33	244
State Committee Woman							
Blanks	10	6	8	10	7	5	46
Helen A. Hatch	41	12	28	42	44	27	194
Write-ins	1	1	1	0	0	1	4
TOTAL	52	19	37	52	51	33	244
Republican							
Town Committee							
Blanks	647	411	527	696	817	506	3,604
Samuel P. Martorano	35	9	21	35	27	19	146
Patricia A. Martorano	34	9	21	37	28	19	148
Gene J. Rossi	36	8	22	36	31	19	152
Margaret M. McGillicuddy	34	7	22	34	29	19	145
Luis C. Barzana	33	6	21	32	24	18	134
Martha A. Moore	35	9	21	33	25	20	143
Domenic J. Passanise	34	8	21	30	28	18	139
Joanna R. Passanise	33	8	21	30	29	18	139
Kathleen E. Wislowski	35	9	22	36	30	18	150
Steven R. Hagan	33	6	22	30	28	17	136
Michael J. Wislowski, II	39	10	23	34	30	20	156
Jamees R. Wislowski	35	10	22	32	29	18	146
Bruce W. Burrell	33	7	22	32	29	20	143
Ann M. Holmquest	37	7	24	32	31	22	153
Charles A. Holmquest	36	8	25	32	29	20	150
Norma C. Robichaud	35	6	22	33	30	21	147
Kristine E. Brown	32	7	24	36	28	18	145
Patricia A. Stanford	33	6	23	30	27	18	137
Mary L. Raleigh	36	7	23	34	24	20	144
Robert J. Raleigh	36	7	23	31	25	21	143
Marjorie I. Pearson	33	9	22	33	30	17	144
Constance K. McElwain	32	6	22	35	31	18	144
Dung Thi Marotta	34	8	23	31	23	17	136
Robert J. Macdonald	36	7	23	31	30	22	149
Marianne W. Brenton	39	8	26	41	33	21	168
Dorothy M. Macdonald	34	7	23	34	29	20	147
Slavko Stojanov	31	6	22	31	26	17	133
Nadezda Nada Stojanov	32	7	22	30	26	17	134
Helen N. Zenkin	33	6	24	33	28	19	143
Walter D. Zenkin	33	6	24	29	29	22	143
Barbara B. Reetz	32	6	23	30	32	18	141
Channing L. Entwistle	37	8	23	33	27	18	146
Edith F. Entwistle	38	8	23	38	26	20	153
Frank D. Hallberg, Jr.	33	7	23	33	33	19	148
Write-ins	2	1	0	3	4	1	11
TOTAL	1,820	665	1,295	1,820	1,785	1,155	8,540

2004 Annual Report

PRECINCT	1	2	3	4	5	6	TOTAL
LIBERTARIAN PARTY							
Presidential Preference							
Blanks	0	0	0	0	0	0	0
Jeffrey Kidet	0	0	0	0	0	0	0
Ruben Perez	0	0	0	0	0	0	0
Aaron Russo	0	0	0	0	0	0	0
Michael Badnarik	0	0	0	0	0	0	0
Gary Nolan	0	0	0	0	1	0	1
No Preference	1	0	0	0	0	0	1
Write-ins	0	0	1	0	0	0	1
TOTAL	1	0	1	0	1	0	3
State Committee Man							
Blanks	1	0	1	0	1	0	3
Write-ins	0	0	0	0	0	0	0
TOTAL	1	0	1	0	1	0	3
State Committee Woman							
Blanks	1	0	1	0	1	0	3
Write-ins	0	0	0	0	0	0	0
TOTAL	1	0	1	0	1	0	3
Town Committee							
Blanks	1	0	1	0	1	0	3
Write-ins	0	0	0	0	0	0	0
TOTAL	1	0	1	0	1	0	3
GREEN-RAINBOW PARTY							
Presidential Preference							
Blanks	0	0	0	0	0	0	0
Kent Mesplay	0	0	0	0	0	0	0
Lorna Salzman	0	0	0	0	0	0	0
Paul Glover	0	0	0	0	0	0	0
David Cobb	0	0	0	0	0	0	0
No Preference	0	0	0	0	0	0	0
Write-ins	0	0	1	0	0	0	1
TOTAL	0	0	1	0	0	0	1
State Committee Man							
Blanks	0	0	1	0	0	0	1
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	0	1
State Committee Woman							
Blanks	0	0	1	0	0	0	1
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	0	1
Town Committee							
Blanks	0	0	1	0	0	0	1
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	0	1

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	Votes Cast	Registered Voters	%	% of Total Voting	
Prec. 1 Mabel Nevins	452	2,615	17.3%	DEM	90.4%
Prec. 2 Marjorie Pearson	305	1,961	15.6%		
Prec. 3 Elaine Perachi	452	2,494	18.1%	REP	9.5%
Prec. 4 Patricia Stanford	417	2,043	20.4%		
Prec. 5 Joan Hastings	509	2,474	20.6%	OTHERS	0.2%
Prec. 6 Barbara Reetz	439	2,394	18.3%		

The above figures include Absentee Ballots cast by precinct as follows:
1=29, 2=11, 3=35, 4=34, 5=33, 6=34.

Weather: Mild, Showers

Attest:

Jane L. Chew
Town Clerk

Town of Burlington

TOWN OF BURLINGTON

TOTAL TALLY SHEET
April 3, 2004
Election

Eligible Voters
Total Votes Cast
Percent

13,900
4,418
31.78%

Student
Vote

PRECINCT	1	2	3	4	5	6	GRAND TOTAL	
TOTAL VOTES CAST	860	430	748	629	906	845	4,418	350
MODERATOR - 1 YR (1)								
Blanks	50	34	53	45	62	79	333	39
Robert P. Marrano*	442	247	384	342	491	456	2,361	180
John G. Lamb	357	148	307	240	348	311	1,711	129
Write-ins	1	1	4	2	5	0	13	2
TOTAL	860	430	748	629	906	845	4,418	350
SELECTMEN - 3 YR (2)								
Blanks	220	102	171	131	182	192	998	89
Kevin B. McKelvey*	315	177	303	258	356	332	1,741	98
Juliet M. Perdichizzi*	241	101	188	176	215	227	1,148	64
Stephen G. Marchese	175	85	180	124	222	167	963	65
Virginia E. Mooney	91	72	117	90	129	100	699	35
Ralph C. Patuto	280	165	277	217	339	336	1,613	112
Sonia Rollins	398	153	259	258	368	336	1,772	233
Write-ins	0	5	1	4	1	1	12	4
TOTAL	1,720	860	1,496	1,268	1,812	1,690	8,836	700
ASSESSOR - 3 YR (1)								
Blanks	277	129	228	195	248	226	1,303	79
Lisa Annunziata*	581	300	516	426	655	610	3,089	257
Write-ins	2	1	4	8	3	9	27	14
TOTAL	860	430	748	629	906	845	4,418	350
TREASURER/COLLECTOR - 3YR (1)								
Blanks	215	104	172	150	210	183	1,034	79
Brian P. Curtin*	640	323	571	473	692	655	3,355	268
Write-ins	5	3	5	6	4	6	29	13
TOTAL	860	430	748	629	906	845	4,418	350
SCHOOL COMMITTEE - 3 YR (2)								
Blanks	258	141	228	173	263	243	1,306	110
Christine M. Monaco*	574	289	467	417	564	535	2,846	249
Thomas F. Murphy, Jr.*	553	255	475	392	568	516	2,761	236
John G. Cormier	332	171	322	274	415	394	1,908	101
Write-ins	3	3	3	2	2	2	15	4
TOTAL	1,720	860	1,496	1,268	1,812	1,690	8,836	700
LIBRARY TRUSTEES - 3 YR (2)								
Blanks	1,105	551	941	774	1,151	1,055	5,577	392
Ellen Marie Ferguson*	595	306	535	461	651	617	3,165	253
Write-ins	17	3	14	23	10	18	85	65
Winner (Steve Wasserman)	3	0	6	0	0	0	9	
TOTAL	1,720	860	1,496	1,268	1,812	1,690	8,836	700
LIBRARY TRUSTEES - 2 YR (1)								
Blanks	283	136	220	186	265	234	1,325	81
Eileen C. Sickler	572	293	520	438	638	610	3,071	256
Write-ins	5	1	8	5	2	1	22	13
TOTAL	860	430	748	629	906	845	4,418	350
PLANNING BOARD - 5 YR (1)								
Blanks	272	149	257	204	273	242	1,397	76
Albert L. Fay, Jr. *	581	278	480	415	619	595	2,968	265
Write-ins	7	3	11	10	14	8	53	9
TOTAL	860	430	748	629	906	845	4,418	350
BOARD OF HEALTH - 3 YR (2)								
Blanks	590	274	500	419	547	480	2,810	207
Edmund F. Wall *	543	284	489	414	628	601	2,959	237
Edward J. Weiner *	583	299	501	418	633	603	3,037	241
Write-ins	4	3	6	7	4	6	30	15
TOTAL	1,720	860	1,496	1,268	1,812	1,690	8,836	700
FIRST CONSTABLE - 3 YR (1)								
Blanks	280	133	226	193	285	233	1,350	82
Sheila E. Howard*	575	294	519	432	619	607	3,046	261
Write-ins	5	3	3	4	2	5	22	7
TOTAL	860	430	748	629	906	845	4,418	350

2004 Annual Report

PRECINCT	1	2	3	4	5	6	Total	Student
SECOND CONSTABLE - 3 YR (1)								
Blanks	273	130	220	189	255	205	1,272	84
Anthony J. Sala*	685	299	526	433	650	639	3,132	258
Write-ins	2	1	2	7	1	1	14	8
TOTAL	960	430	748	629	906	845	4,418	350
HOUSING AUTHORITY - 5 YR (1)								
Blanks	194	103	162	130	160	182	931	76
Joseph J. Arena*	454	215	364	277	417	463	2,190	163
Arthur L. Proulx	209	112	220	220	326	197	1,284	104
Write-ins	3	0	2	2	3	3	13	7
TOTAL	960	430	748	629	906	845	4,418	350
RECREATION COMM. - 3 YR (1)								
Blanks	77	26	54	44	60	76	337	37
Kristine E. Brown	431	170	393	369	466	430	2,259	170
Joseph E. Morandi	350	233	298	213	380	339	1,813	137
Write-ins	2	1	3	3	0	0	9	6
TOTAL	960	430	748	629	906	845	4,418	350
PRECINCT 1								
TOWN MEETING - 3 YR (6)								
Blanks	1,481						1,481	
Linda K. Collins*	497						497	
Channing L. Entwistle*	465						465	
Gregory F. Ryan*	529						529	
Maureen Monaco Ryan*	558						558	
Edward J. Walsh*	445						445	
Bruce A. Morey	420						420	
Elizabeth A. Murphy	446						446	
Gene J. Rossi	310						310	
Write-ins	9						9	
TOTAL	6,160						6,160	
PRECINCT 2								
TOWN MEETING - 3 YR (6)								
Blanks		1,086					1,086	
William C. Beyer*		270					270	
Kathleen M. Coluci*		289					289	
Angela J. Hanafin*		304					304	
Daniel J. Hanafin*		307					307	
Margaret Merlesena		258					258	
Write-ins		28					28	
Winner(Karen Morgan)		38					38	
TOTAL		2,580					2,580	
PRECINCT 2								
TOWN MEETING - 2 YR (1)								
Blanks		370					370	
Write-ins		60					60	
Winner (Karen Morgan)							0	
TOTAL		430					430	
PRECINCT 3								
TOWN MEETING - 3 YR (6)								
Blanks			1,925				1,925	
Sean P. Connors*			511				511	
Shari Lynn Ellis*			472				472	
Paul A. Vellel*			477				477	
Judith G. Wasserman*			495				495	
James Williams*			496				496	
Write-ins			50				50	
Winner (Dan Grattan)			62				62	
TOTAL			4,488				4,488	
PRECINCT 4								
TOWN MEETING - 3 YR (6)								
Blanks				1,160			1,160	
Thomas D. Conley, Jr.*				376			376	
George R. Cooper*				275			275	
Michael C. Dellemonico*				361			361	
Constance K. McElwain*				369			369	
William G. Poehler*				340			340	
Sally Willard*				330			330	
Paul Breen				268			268	
James Patterson				282			282	
Write-ins				13			13	
TOTAL				3,774			3,774	

Town of Burlington

PRECINCT	1	2	3	4	5	6	Total
PRECINCT 5							
TOWN MEETING - 3 YR (6)							
Blanks					1,522		1,522
Richard P. Burkhart*					464		464
Mark W. DeCost*					520		520
John J. Hanley*					493		493
Cathryn Lee*					473		473
David Webster Potts*					382		382
Elaine Carpenter					416		416
Adrienne Gerbrands					409		409
Janine S. Towle					394		394
Richard M. Wing					355		355
Write-ins					8		8
TOTAL					5,436		5,436
PRECINCT 5							
TOWN MEETING - 2 YR (1)							
Blanks					261		261
Vincent H. Gerbrands					642		642
Write-ins					3		3
TOTAL					906		906
PRECINCT 6							
TOWN MEETING - 3 YR (6)							
Blanks						1,330	1,330
Florence L. Carow*						353	353
Richard H. Howard*						494	494
Thomas C. Killilea*						447	447
Karen A. Moyer*						329	329
Kristen A. Norwood*						335	335
James A. Tigges*						508	508
Denise Butcher						229	229
April Healey						367	367
Gary B. Kasky						127	127
Robert G. Schlansky						203	203
Stephen Spinosa						338	338
Write-ins						10	10
TOTAL						5,070	5,070

The polls were open at 8:00 A.M. at the Burlington High School. All precinct workers were sworn in by the Wardens, machines and ballot boxes were all checked, memory packs were sealed, and all counters were set at zero. The polls closed at 8:00 P.M.

Wardens:	Votes Cast	Registered	
		Voters	%
Prec. 1 Mabel Nevins	860	2,605	33.0%
Prec. 2 Marjorie Pearson	430	1,903	22.6%
Prec. 3 Elaine Perachi	748	2,498	29.9%
Prec. 4 Patricia Stanford	629	2,026	31.0%
Prec. 5 Joan Hastings	906	2,471	36.7%
Prec. 6 Elmer Larson	845	2,397	35.3%

The above figures includes 315 Absentee Ballots cast by precinct as follows: 1=70, 2=18, 3=68, 4=56, 5=50, 6=53.

VOTER PROFILE:	AGE	TOTAL	%
	18-30	202	4.6%
	31-40	696	13.3%
	41-50	1093	24.7%
	51-60	821	19.6%
	61-70	982	19.5%
	71-80	680	15.4%
	80+over	174	3.9%
	Total	4418	

WEATHER: Overcast 30/40's

Attest:

Jane L. Chew, CMC
Town Clerk

2004 Annual Report

TOWN OF BURLINGTON							
TOTAL TALLY SHEET							
SEPTEMBER 14, 2004							
Election							
# Eligible Voters						14,206	
Total Votes Cast						931	
Percent						6.6%	
PRECINCT	1	2	3	4	5	6	TOTAL
Democrat	91	62	151	106	135	123	668
Republican	53	34	44	48	45	39	263
Libertarian	0	0	0	0	0	0	0
Green-Rainbow	0	0	0	0	0	0	0
TOTAL VOTES CAST	144	96	195	154	180	162	931
DEMOCRATIC PARTY							
REPRESENTATIVE IN CONGRESS							
Blanks	18	9	26	17	17	11	98
John F. Tierney	71	53	125	89	118	110	566
Write-ins	2	0	0	0	0	2	4
TOTAL	91	62	151	106	135	123	668
COUNCILLOR							
Blanks	24	12	45	27	23	29	160
Michael J. Callahan	65	50	106	79	112	93	505
Write-ins	2	0	0	0	0	1	3
TOTAL	91	62	151	106	135	123	668
SENATOR IN GENERAL COURT							
Blanks	12	9	30	22	21	20	114
Robert A. Havern III	76	53	119	83	114	102	547
Write-ins	3	0	2	1	0	1	7
TOTAL	91	62	151	106	135	123	668
REPRESENTATIVE IN GENERAL COURT							
Blanks	10	9	13	9	9	10	62
Charles A. Murphy	78	52	138	101	126	107	602
Write-ins	3	1	0	0	0	0	4
TOTAL	91	62	151	106	135	123	668
SHERIFF							
Blanks	2	4	8	5	5	1	25
James V. DiPaola	72	44	102	79	94	34	485
Robert A. DeMoura	9	6	20	13	15	16	79
Brian M. Gillis	7	7	21	9	21	12	77
Write-ins	1	1	0	0	0	0	2
TOTAL	91	62	151	106	135	123	668
REPUBLICAN PARTY							
REPRESENTATIVE IN CONGRESS							
Blanks	11	10	6	7	11	5	50
Stephen P. O'Malley, Jr.	42	24	38	41	34	34	213
Write-ins	0	0	0	0	0	0	0
TOTAL	53	34	44	48	45	39	263
COUNCILLOR							
Blanks	42	32	35	38	38	31	216
Write-ins	11	2	9	10	7	8	47
TOTAL	53	34	44	48	45	39	263
SENATOR IN GENERAL COURT							
Blanks	5	1	0	3	4	1	14
Richard J. Dellarciprete	12	7	6	9	10	8	52
Douglas Lucente	36	26	38	36	31	30	197
Write-ins	0	0	0	0	0	0	0
TOTAL	53	34	44	48	45	39	263
REPRESENTATIVE IN GENERAL COURT							
Blanks	8	2	2	3	11	1	27
John J. Cirignano	45	32	40	45	33	38	233
Write-ins	0	0	2	0	1	0	3
TOTAL	53	34	44	48	45	39	263
SHERIFF							
Blanks	42	31	37	38	40	34	222
Write-ins	11	3	7	10	5	5	41
TOTAL	53	34	44	48	45	39	263

Town of Burlington

PRECINCT	1	2	3	4	5	6	TOTAL
LIBERTARIAN PARTY							
REPRESENTATIVE IN CONGRESS							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
COUNCILLOR							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
SENATOR IN GENERAL COURT							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
REPRESENTATIVE IN GENERAL COURT							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
SHERIFF							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
GREEN-RAINBOW PARTY							
REPRESENTATIVE IN CONGRESS							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
COUNCILLOR							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
SENATOR IN GENERAL COURT							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
REPRESENTATIVE IN GENERAL COURT							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
SHERIFF							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	Votes Cast	Registered Voters	%	% of Total Voting	
Prec. 1 Mabel Nevins	144	2,667	5.4%	DEM	71.8%
Prec. 2 Marjorie Pearson	96	1,966	4.8%		
Prec. 3 Elaine Perachi	195	2,543	7.7%	REP	28.2%
Prec. 4 Patricia Stanford	154	2,063	7.5%		
Prec. 5 Joan Hastings	180	2,503	7.2%	OTHERS	0.0%
Prec. 6 Barbara Reetz	162	2,444	6.6%		

The above figures include 41 Absentee Ballots cast by precinct as follows:
1=15, 2=6, 3=3, 4=4, 5=5, 6=6.

Weather: Sunny 60's

Attest:

Jane L. Chew
Town Clerk

2004 Annual Report

TOWN OF BURLINGTON TOTAL TALLY SHEET NOVEMBER 2, 2004 Election

# Eligible Voters	14,636
Total Votes Cast	12,159
Percent	83.1%

PRECINCT	1	2	3	4	5	6	TOTAL
TOTAL VOTES CAST	2,279	1,719	2,169	1,731	2,174	2,087	12,159
PRESIDENT/VICE PRES.							
Blanks	2	3	8	5	7	10	35
Badnarik/Campagna	13	16	7	11	17	9	73
Bush/Cheney	1,021	706	984	652	950	925	5,238
Cobb/LaMarche	6	4	8	2	4	3	27
Kerry/Edwards	1,230	985	1,157	1,051	1,188	1,134	6,745
Write-ins (Nadar)	4	4	4	6	4	4	26
Write-ins (All Others)	3	1	1	4	4	2	15
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159
REPRESENTATIVE IN CONGRESS							
Blanks	151	112	136	83	132	102	716
John F. Tierney	1,443	1,105	1,356	1,182	1,404	1,397	7,887
Stephen P. O'Malley	683	501	675	465	637	588	3,549
Write-ins	2	1	2	1	1	0	7
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159
COUNCILLOR							
Blanks	734	497	660	465	656	569	3,581
Michael J. Callahan	1,520	1,211	1,494	1,251	1,504	1,502	8,482
Write-ins	25	11	15	15	14	16	96
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159
SENATOR IN GENERAL COURT							
Blanks	175	146	172	114	164	151	922
Robert A. Havern, III	1,214	967	1,190	1,035	1,171	1,177	6,754
Douglas M. Lucente	888	604	805	579	837	757	4,470
Write-ins	2	2	2	3	2	2	13
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159
REPRESENTATIVE IN GENERAL COURT							
Blanks	77	71	95	65	53	49	410
Charles A. Murphy	1,473	1,117	1,405	1,218	1,470	1,399	8,082
John J. Cirignano	728	529	668	448	651	639	3,663
Write-ins	1	2	1	0	0	0	4
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159
SHERIFF							
Blanks	643	439	577	412	590	486	3,147
James V. DiPaola	1,607	1,263	1,582	1,304	1,569	1,585	8,910
Write-ins	29	17	10	15	15	16	102
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159

The polls were open at 6:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	Votes Cast	Registered Voters	%
Prec. 1 Mabel Nevins	2,279	2,717	83.9%
Prec. 2 Marjorie Pearson	1,719	2,124	80.9%
Prec. 3 Elaine Perachl	2,169	2,624	82.7%
Prec. 4 Patricia Stanford	1,731	2,113	81.9%
Prec. 5 Joan Hastings	2,174	2,572	84.5%
Prec. 6 Barbara Reetz	2,279	2,486	91.7%
		14,636	

The above figures include Absentee Ballots cast by precinct as follows: 1=, 2=, 3=, 4=, 5=, 6=.

On November 12, 2004 at 5:00 P.M. the Board of Registrars convened a public meeting to open and count the Overseas Absentee ballots which were received after the election.

The Total Tally was adjusted to reflect the (#) votes cast in the overseas ballots, (#) of which was a partial ballot.

Attest:

Jane L. Chew, CMC
Town Clerk

ARCHIVES

The year 2004 brought refinements to the services provided by the Archives/Records Management program and a reemphasis on service to town departments, residents and other users. Highlights of the past year included increases in the number of requests received and continued work on major document management projects begun in 2003.

Statistics

Reference requests rose from 634 in 2003 to 699 in 2004. In an abrupt shift from previous years, requests from outside users exceeded those received from town departments or officials. Outside users numbered 353 while town departments used the Archives 346 times. Questions about land and property valuations accounted for the large rise in the number of requests from town residents and other outside users. The largest single outside user group continues to be genealogists while the Treasurer/Collector's office continues to be the largest user among town departments. The Archives served 22 different patrons on July 20, a single-day record.

The Archives is charged with managing records for all town departments. We store records for departments and undertake shredding and other destruction services. During the past year we brought in 97 cubic feet of records, shredded 60 additional cubic feet and otherwise disposed of an additional 23 cubic feet. While this trend would result in the vault and storage areas being filled in a short time our reformatting efforts have created necessary space for the Archives and security for town departments.

We managed the reformatting of 55 cubic feet of records in 2004. These included records from the offices of the Treasurer/Collector, Assessor's and the Accounting Department. This number represents a small increase over 2003 and will be exceeded in 2005.

Major Accomplishments

- With the assistance of personnel from the Building Department, including Principal Clerk Judy Sorensen, Senior Building Inspector Andrew Ungerson and Department Head John Clancy the Archives oversaw the microfilming of about 1200 building plans. The process was not without difficulties, as quality control reviews revealed an unac-

ceptably high error rate. The project was halted until the full range of plans could be examined. The town should reduce the number of plans filmed at any one time in order to improve the overall quality of each submission. Filming resumed in December 2004.

- In September the archivist addressed a meeting of city and town clerks representing communities north of Boston. The office continues to be consulted on the subject of starting a municipal archives. During the past 12 months we have been visited by both town clerks and consultants contracted by cities and towns. Moreover, during late 2003 and early 2004 the archivist conducted a survey for New England Archivists documenting the existence and activities of municipal archives/records management offices in cities and towns throughout the region. Among communities of similar size Burlington stood out in the scope of its activities and was able to stand equal to or better than even the largest of municipalities. The archivist later presented the findings of this survey at NEA's 2004 spring meeting.
- Departments that had previously been only peripherally involved in Archives/records management efforts worked with the archivist to better maintain their documents. Among the departments, which received substantial attention for the first time, were the Veterans Services office, the Board of Appeals and the Fire Department.
- As webmaster the archivist worked with different audiences and departments to initiate or improve their online presence. In 2004 we serviced nearly every department and assisted the Historical Commission and officials connected with the Grand View Farm project. We launched web presences for the Building and Assessors Departments.

In 2005...

The Archives will continue its established program of providing technical expertise in records management. The Archives has achieved an exceptional record in helping departments take care of their documents. Reference service will continue to be an important measure of the Archives' effectiveness. We measure our success by the service we provide and we will continue to emphasize prompt and accurate delivery of information to town employees, officials and other patrons. To better manage

the volume of records held by the town the Archives plans to accelerate the pace of records destruction and reformatting and work with all departments to ensure that obsolete and unnecessary records are not held by the Archives.

We look forward to working with a number of underserved departments during the next year. We have already begun assisting the Fire Department in disposing of obsolete records. We transferred approximately 12.5 feet of decisions from the Board of Appeals to the Archives with the assistance of Recording Secretary Karen Peters and will continue to work with her to ensure proper management of their documents. We will also conduct a records survey of the Burlington Community Life Center in the next several months.

Conclusion

The existence of the town's Archives is based on the services we provide – reference, reformatting, destruction – through the records life cycle. We exist as a support function of municipal government. Our goal is to provide superior service to patrons and management of records according to the highest of technical standards. We add value to the services rendered by different departments by undertaking our functions in a cost-effective manner that ensures the security and integrity of documentary records.

Assisting the day-to-day workings of town departments occupied a great deal of our time during the year 2004. Simultaneously the Archives also concentrated heavily on records management projects that will have their greatest impact years from now. We believe that these longer-term projects will provide greater savings in the future and help protect the security of the town's recorded information.

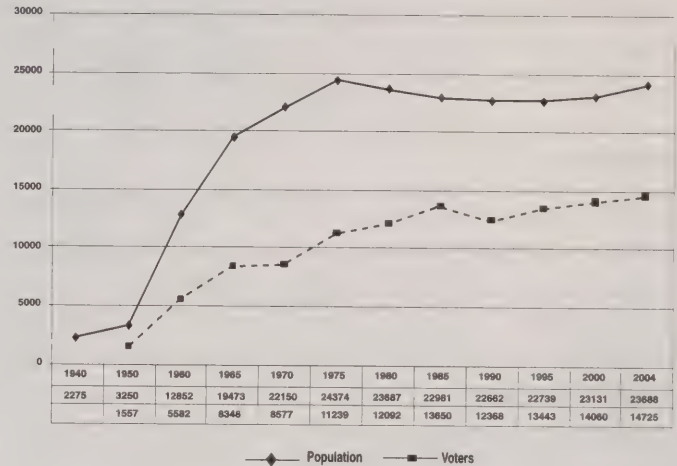
The Archives responds to immediate needs while planning for the future of record keeping in Burlington. Our role is to understand and manage the effective use of recorded information. Such a task would not be possible without the backing of town meeting members, town employees and department heads. Town Clerk Jane Chew and her staff continue to provide valuable assistance and direction and to them is owed a debt of thanks.

Respectfully submitted,

Daniel McCormack
Archivist/Records Manager

BOARD OF REGISTRARS

POPULATION/REGISTERED VOTERS (March): Based on Annual Town Census



Year-End Summary:

- 1547 - # of residents registered and added to the rolls
- 1432 - # of residents dropped from the rolls
- 598 - # of voters placed on the inactive rolls
- 2585 - # of persons eligible but not registered
- 85% - eligible residents registered to vote
- 273 - Registration Forms sent to 18 yr. Olds
- 652 - Registration Forms sent to non-voters (census requests and signers of petitions)
- 334 - Mail-In Registrations Received

Population Trends

Age Group								Since
	1990	1995	2000	2001	2002	2003	2004	1990
0-9	2815	2955	2931	2963	2990	3048	2892	2.7%
10-19	3160	2620	2833	2837	2861	2902	2968	-6.0%
20-29	3889	3476	2500	2440	2733	2865	2988	-23.2%
30-39	3311	3877	3624	3620	3665	3576	3278	-0.9%
40-49	3062	3208	3378	3424	3464	3512	3628	18.4%
50-59	3031	2712	2905	2859	2862	2903	3052	-0.6%
60-69	1756	2220	2325	2315	2317	2318	2302	31.0%
70-79	672	926	1398	1495	1551	1632	1750	160.4%
80-89	220	270	417	474	495	519	622	182.7%
90+	24	34	75	84	61	93	99	312.5%
Unknown	772	442	745	780	141	34	109	
Total	22662	22740	23131	23301	23140	23402	23688	4.5%

Respectfully submitted,

Robert J. Macdonald, Chair

Jane L. Chew

Jeanne S. Ganley

Patricia A. Larson

POLICE DEPARTMENT

Departmental Roster (as of 12/31/2004)

Chief of Police

Francis Hart

Captains

George Devlin Carleton Boutwell

Lieutenants

Walter Bevis Thomas Duffy
William Faria Stephen O'Meara

Sergeants

Ralph Patuto Greg Skehan
Glen Mills Thomas Browne
Robert T. Kirchner Michael DeBye
Michael McDade David H. McLean

Patrol Officers

Robert Aloisi	Kevin Cooney
Frank Nardone	Timothy Kirchner
Christopher Priest	Albert Gagne
Kevin Rogers	Paul Glejzer
Robert Healey	Robert Aloisi Jr.
Stephen Cross	Keith Sheppard
Gary Burdick	Joseph Papsedero
Edward Mackey	Stephen Papagno
Spyros Tsingos	John Thompson
Gary Redfern	Lyn Reynolds
Richard Hanafin	William A. Soda
Robert Downer	Kevin Doherty
James Tigges	Paul Callahan
Timothy McDonough	David M. McLean
Harry Sawyer Jr.	Matthew Leary
Charles Ferguson III	John Lynch
William Preston	Peter Abaskharoun
Thomas Fournier	Michael Minichiello
Bernard Schipelliti	Mark Driscoll
Anne Marie Browne	Thomas Carlson
Daniel Houston	Matthew Creamer

Clerical Staff

Catherine M. Devaney Jeanne Jones
Rosemarie Tieri

Civilian Dispatchers

Gail Fay June Connolly
Sharon Srabian

Animal Control Officer

Gerry Mills, Jr.

Traffic Supervisors/Matrons

Helen M. Bulman – Head Traffic Supervisor	
Helen Dignan	Carol Santoro
Nancy Bibbey	Marie Reinold
Maureen Robillard	Carol Jangro
Carol Goodwin	Maureen Wall
Claire Hogaboom	Janet Testa-Fox
Eileen O'Meara-Barnard	Christine DeSantis
Donnalee Lozier	Mary Ellen Tully
Candice Oliver	Diane Welch
Christina Priest	Kristen Culleton

Victim Advocate

Margaret Rocco

Special Police Officers

Richard Hovasse	John Petone
Harry Sawyer Sr.	Richard Turcotte
Gerald Crocker	Mark Sherwood
Alfred Sciuto	Gerry Hanafin
William Duffey	Christopher Mason
Michael Joyce	Robert Luz
Thomas Sullivan	David Metzdorf
Charles Chicarello	Brad Zarba
Gail Fay	Timothy Hovasse
Eileen O'Meara Barnard	Steven Giacoppo
Gerry Mills Jr.	Sean Connors
Sharon Srabian	Christopher Ryan

Introduction

2004 was a challenging year for the Police Department. During the year, we experienced between 7 and 11 vacancies at one time or another, due to retirements, resignations and injuries. Despite this, we still managed to continue our community outreach and we still handled the same volume of calls as the year before. Suggestions and comments are always welcomed and I can be reached at (781) 270-1918 or by e-mail, at franhart@burlmass.org.

Awards

During 2004, we received the very prestigious Robert J. Trojanowicz Memorial Award from the New England Community-Police Partnership based out of St. Anselm's College in Manchester, NH. The award is named after Professor Robert Trojanowicz of Michigan State University. He was known in many circles as the "Father of Community Policing." He was the author of dozens of articles and several books on community policing and the founder of the National Center for Community Policing.



The Trojanowicz Award, received for excellence in Community Policing.

Each year, an outstanding police agency, organization or individual is recognized for their commitment to excellence in community policing and partnership development within their communities. The Burlington Police Department won this award in 2004 for communities with populations between 15,000 and 30,000.

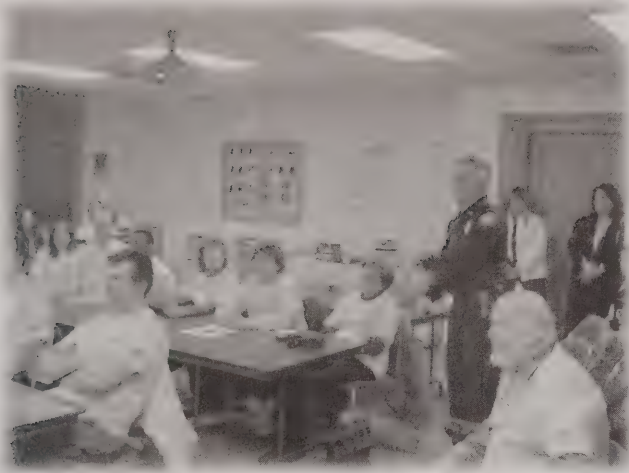
In late 2004, we were notified that we would be the recipients of MADD's (Mothers Against Drunk Driving) Drive for Life Award. This recognition comes from our team approach to addressing the issues of underage drinking and enforcement of drunk driving laws. This approach includes enforcement, education and partnering with local organizations such as the Drug and Alcohol Task Force.

Grants

While we continued to use previously awarded grants for Domestic Violence and Homeland Security, the availability of grant money was greatly diminished in 2004. We successfully obtained \$46,000 in Community Policing money. By participating in enforcement mobilizations such as "Click It or Ticket" and "You Drink - You Drive - You Lose" we were rewarded with some minor grant money to purchase new radar equipment. But the opportunity to obtain new grants was extremely limited and disappointing, given our long-standing track record of successfully obtaining grant money to supplement our budget.

Activities and Accomplishments

In January, we kicked off our very successful Citizens' Police Academy. This offering, comprised of twenty local residents (with a waiting list at least as long), offered people an inside look at law enforcement. The academy included classroom training, cruiser ride-alongs, a trip to the House of Correction, simulated vehicle stops and a visit to the firing range. It was a HUGE success. Sergeant Michael McDade was selected as the new Chief's Aide. We also achieved, through a grant, the creation of our Domestic Violence Unit. Officer Anne Marie Browne, Sergeant Ralph Patuto and victim's advocate Margaret Rocco pooled their talents to help victims of domestic violence. It has been an extremely beneficial program for victims who live in Burlington.



Officer Bob Healey teaching at our Citizens' Police Academy.

Five promotions were made in February: Carleton Boutwell was promoted to Captain. Stephen O'Meara was promoted to Lieutenant. Michael Debye, Gregory Skehan and David H. McLean were all promoted to Sergeant. Our annual D.A.R.E. Graduations were held at the four elementary schools, with former New England Patriot Ronnie Lippett serving as guest speaker. Officers Bernie Schipelliti and Kevin Cooney once again spearheaded our very successful annual Safety Seat Checkpoint. During this event, 112 safety seats were inspected and adjusted. Of these, 17 were found to be defective. Partnering with Oracle Corporation and the Governor's Highway Safety Bureau, we were able to replace these defective seats at no charge to the owners. We also participated in the Consumer Awareness Day hosted by the Burlington Post Office.

During the first week in March, Retro Bill visited the kids at various elementary schools courtesy of our D.A.R.E. program. Retro Bill's approach is to deliver safety messages in an entertaining way and he was well received by all the kids. Also during March, the Selectmen voted to provide funds to replace defective vests being worn by our officers. The fabric in the vest was deteriorating at a faster rate than originally intended by the manufacturer and this posed a safety concern.



Retro Bill visits Burlington to share his safety messages.

In April, we participated with the Drug and Alcohol Task Force in promoting our first Alcohol-Free Weekend. Following a kick-off celebration on the Town Common, residents were asked to pledge to be "alcohol-free" for the remainder of the weekend.

In May, we learned that our department was one of the few departments in the greater Boston area who received a passing grade in a Northeastern University two-year study on racial profiling. Beyond the obvious implications of this achievement, we also avoided the need to collect extra data on every traffic stop. This was a testament to the professionalism of our officers. A sizable drug bust took place early in May, netting four suspects from Lowell. Over a pound of cocaine, 18 grams of heroin, two vehicles and over \$1,000 in cash were seized. Our annual Open House took place on May 16 and once again we had a huge turnout from the community.



Our SWAT team gives a demonstration at our Annual Open House.

June traditionally heralds the arrival of D.A.R.E. Day and this year was no exception. D.A.R.E. Officers Steve Cross and Ivette Thompson did a great job organizing this event and raised several thousand dollars for the D.A.R.E. program, while giving the kids a great day. In June, we received the Robert J. Trojanowicz Memorial Community Policing Award for having the best community-policing program in New England for communities with populations between 15,000 and 30,000.



These eight seized vehicles highlight our increased attention to drug investigations.

In July, through the efforts of Sergeant Glen Mills, we added a dual-purpose motorcycle to our fleet. Acquired through a Homeland Security grant, it allows officers to patrol off-road areas such as the reservoir. The big event in July for all Greater Boston police departments was the Democratic National Convention (DNC). Local police departments were advised to be thoroughly prepared for huge traffic diversions and possibly more. Through local planning and regional cooperation, including a dedicated command post manned by over twenty local communities, we found the impact of the DNC to be very light.

In August, after two years of one format of National Night Out, in 2004 we tried a different format and what a success! Partnering with Shaw's Supermarket, who hosted the event in their parking lot, we had a great turnout. Activities included face painting, raffles, free hot dogs, burgers and drinks, and generally a good time for all. Later in the month, our annual Safety Town attracted local children looking to have some fun while learning the basic rules of pedestrian safety.

In September, Officer Keith Sheppard became our newest D.A.R.E. Officer, succeeding Ivette Thompson who resigned to move to Florida. Over Labor Day, another installment of the "You Drink – You Drive – You Lose" campaign took place. We employed extra patrols that weekend

to focus on impaired drivers, aggressive drivers and those not using seatbelts or child safety seats. We also conducted our second round of alcohol compliance checks, to help insure that alcohol is not being served or sold to persons under 21. A limited distribution of what some considered "hate literature" was discovered on several streets in town. This distribution appeared to be random and not specifically targeted to anyone.

In October, the Police Department awarded plaques to local residents Charlene York and Patricia Forgeron. The women were recognized for helping a victim after they witnessed a man trying to pull her into his vehicle. Later in the month, Officer Richard Hanafin was recognized for his efforts in assisting in the delivery of a baby. In mid-October, about 100 local and state police officers worked together to search for two carjackers. They had commandeered a car in Charlestown and were spotted in Burlington by Officer Harry Sawyer. In the end, one suspect was captured.

In November, we participated in the National Click It or Ticket mobilization. We used signs across Town and the variable message board placed on Cambridge St. near the High School to remind all drivers to buckle up. This mobilization, along with the "You Drink. You Drive. You Lose." mobilization helped make Burlington a safer place and also rewarded us with \$8,400 worth of grant money to pay for overtime as well as \$3,000 for safety equipment. During November, we also advocated that security be tightened in the schools and that discussion continues.

Four new recruits graduated from the police academy and joined us in December: Officers Michael Minichiello, Mark Driscoll, Thomas Carlson and Matthew Creamer. Although this will be a great boon to our manpower shortage, we are still down three officers at this writing, with two more openings expected within the first six months of 2005. Also in December, Officer Christopher Priest spotted a fire in a home on Winn St. Through his vigilance, he was able to free a pet dog and keep damage to a minimum.

Transitions

Captain Barry Solomon, who also served as acting Chief for 18 months, retired in January. His wisdom and sense of humor is missed. Sergeant Gerry Mills also retired in January, and Sergeant Jack Walthall retired in June. Veteran Inspector Charles Chicarello retired in July as did Officer Thomas Sullivan. Officer Ivette Thompson resigned in July, and Officer Gabrielle Hersee resigned in September.

Future Direction

In 2005, we have several major goals. One is to conduct more internal training, and to use many of our in-house staff to conduct the training. We also hope to conduct one or two sobriety checkpoints – something that has not been done in Burlington for over a decade. We hope to partner with the State Police to accomplish this. Other goals include implementing a new personnel evaluation form, successfully renewing our domestic violence grant so that we may continue to offer victim services and implementing a RAD program, which is a program designed to provide women with the techniques and concepts needed for defending oneself.

Acknowledgments

We thank our corporate and business partners for providing resources to conduct our various events throughout the year. We thank our colleagues in Town Government for working with us, especially Town Administrator Robert Mercier, Assistant Town Administrator Anthony Troiano, Human Resources Director Anne Marie Tucciarone-Mahan, and DPW Head Syamal Chaudhuri. Special thanks go out to Kevin McKelvey, the Selectmen's police sub-committee as well as the Drug and Alcohol Task Force for providing the impetus to work hard at addressing the issues of underage drinking and alcohol compliance. Thanks to the residents for their support and suggestions. Finally, the biggest acknowledgment goes out to the men and women of the Burlington Police Department who do what they can every day to make Burlington, as Chief McCafferty used to say, "...a better place to work, live and play."

Respectfully submitted,

Francis Hart
Chief of Police

Crime Overview

When evaluating the numbers in the following chart, bear in mind that Burlington historically has a low crime rate, particularly in the violent index-crime categories. Small changes in the actual numbers of incidents from year to year can show up as large percentage differences and are often meaningless when considering crime trends.

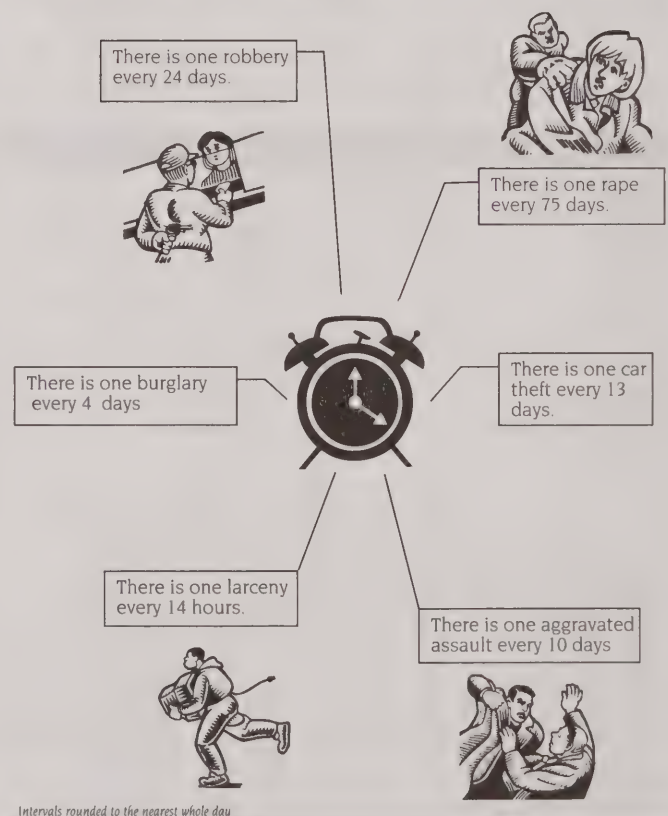
The following chart summarizes the changes from 2003.

Crime Comparison - 2003 vs. 2004

	2003 TOTALS	2004 TOTALS	CHANGE
Homicide	0	0	N/C
Robbery	6	15	+150%
Rape	5	5	0%
Assault (Aggravated & Simple)	54	36	-34%
Larceny	725	640	-12%
Narcotics Violations	15	22	+49%
Burglary	40	79	+98%
Motor Vehicle Theft	33	28	-15%
TOTALS	878	680	-22%

NOTE: Percentages rounded to nearest whole number.

2004 CRIME CLOCK FOR BURLINGTON



ARREST ACTIVITY - 2004

Arrests in 2003: 241 Arrests in 2004: 242
Percentage Change: 0%

The total number of arrests for the year was 242. Breakdowns by different categories are listed below.

Historically, the majority of arrests involve more males than females. In 2004, this was no exception, as the chart below indicates:

Arrests by Sex	
Males	Females
177	65

Arrests are typically distributed across the three working shifts unevenly. The evening shift usually has the most arrests, because it is usually the busiest shift.

Arrests by Shift		
Day	Evening	Night
(8/4)	(4/12)	(12/8)
63	135	44

The busiest days for arrests in 2004:

Arrests by Day of Week	
Tuesday	40
Sunday	40
Friday	38
Saturday	36
Wednesday	34
Thursday	28
Monday	26

When looking at the frequency of arrests by month, it is interesting to see where the peaks and valleys are:

Arrests by Month	
November	30
March	27
December	26
May	24
October	22
February	22
April	22
June	16
January	16
September	13
July	12
August	10

More people are arrested from Burlington than anywhere else. These are the top locations where our arrestees have resided:

Burlington	64	Arlington	5
Woburn	23	Waltham	5
Billerica	19	Somerville	4
Boston	16	Winchester	4
Out of State	13	Medford	3
Lowell	12	Tewksbury	3

Criminal Summons Issued 269

ACCIDENT ACTIVITY - 2004

Accidents in 2003: 1,315 Accidents in 2004: 1,177
Percentage Change: -10%

The total number of accidents in 2004 was 1,177 a 10 % decrease from 2003. The total does not necessarily include accidents that were of a very minor nature (requiring no report) or accidents investigated by the State Police.

Accidents by Day of Week		
Wednesday	202	17%
Friday	199	17%
Tuesday	190	16%
Monday	182	15%
Thursday	161	14%
Saturday	151	13%
Sunday	92	8%

Accidents by Month

December	149
November	115
July	107
August	104
June	99
January	96
March	95
October	93
September	87
February	79
April	79
May	74

Types of Accidents

Angle	535
Rear End	259
Head-On	180
Other/Unknown	203
Severity of Injuries	
Killed	1
Serious Visible Injury	8
Minor Visible Injury	25
Injury, Not Visible	36

Accidents by Shift

8 A.M. – 4 P.M.	647	55%
4 P.M. – Midnight	379	32%
Midnight – 8 A.M.	106	9%
Unknown/Unreported	45	4%

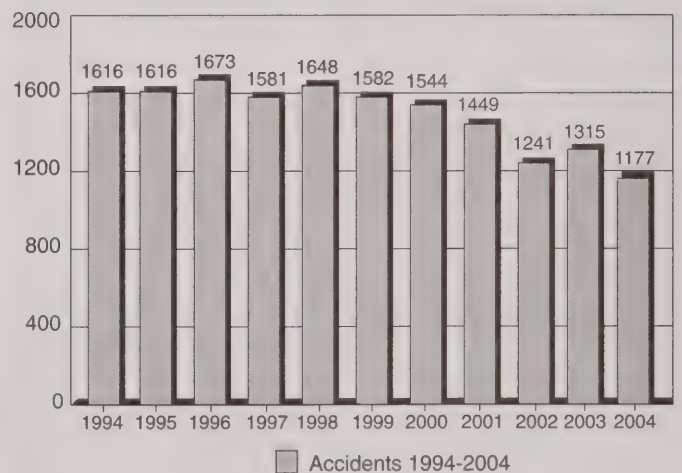
Summary of Locations Where Accidents Occurred

This chart shows locations with eight or more accidents in 2004. These are the top 25 locations for crashes during this time period and they account for 46% of the total crashes in 2004.

Location

Total Accidents 2004

75 Middlesex Tp (At / near Burlington Mall)	120
Middlesex Tp & Route 128	76
Cambridge St & Route 128	36
34 Cambridge St	28
Cambridge St & Winn St	26
Cambridge St & Mall Rd	26
Bedford St & Middlesex Tp	21
Cambridge St & Wilmington Rd	19
150 Lexington St	17
Middlesex Tp & Wheeler Rd	15
Bedford St & Cambridge St	15
Mall Rd & Middlesex Tp	14
Cambridge St & Skilton	13
43 Middlesex Tp	13
Bedford St & Francis Wyman Rd	11
123 Cambridge St	11
Cambridge St & Wall St	10
98 Middlesex Tp	10
47 Middlesex Tp	10
41 Mall Rd	10
Middlesex Tp & South Av	9
Center St & Winn St	9
Bedford St & Lexington St	9
Middlesex Tp & Network Dr	8
Cambridge St & Terry Av	8
Total for these Locations	544



CITATION ACTIVITY – 2004

Citations in 2003: 4,799 Citations in 2004: 5,990
 Percentage Change: +25%

The total number of citations written in 2004 was 5,986—an increase of approximately 25%. Breakdowns by different categories are listed below.

Types of Citations	
Arrest	54
Civil	1600
Criminal	74
Warning	4,237

Totals above do not match total number of citations because some citations are issued with mixed types.

Top Twenty Violations Cited During 2004	
Speeding	3,056
Red Light Violation	865
Seatbelt Violations	746
Uninspected M/V	464
Defective Equipment	390
Stop Sign Violation	340
Failure to Obey Traffic Sign	252
Sign U/Turn Violations	225
Unregistered M/V	144
Marked Lanes	129
License Not in Possession	108
Improper Left Turn	71
Registration Not in Possession	68
Oper After Susp/Revocation	67
Failure to Yield	56
Failure to Display Plates	50
Oper M/V With Susp/Revoked Reg	22
OUI/Alcohol or Drugs	19
Uninsured M/V	17
Oper M/V Without a License	16

Violations by Month	
May	733
February	715
March	698
April	599
June	553
July	524
January	469
November	431
September	380
August	304
December	299
October	281

Top Twenty Locations For Citations	
279 Cambridge St.	371
Cambridge St & Wilmington Rd	292
Bedford St & Terrace Hall Ave	230
Fourth Ave & Middlesex Tp	165
Meadow Rd & Middlesex Tp	162
Peach Orchard Rd. & Winn St	127
Cambridge St & Wall St	113
70 Mill St (Rahanis Park)	109
2 Meadow Rd	106
Mall Rd & Middlesex Tp	106
Pine Glen Way & Wilmington Rd	105
Cambridge St & Francis Wyman Rd	99
Middlesex Tp & Terrace Hall Ave	98
Buckman Dr & Francis Wyman Rd	93
Middlesex Tp & South Ave	92
Middlesex Tp & Second Ave	92
344 Cambridge St	89
2 Church Ln	75
Middlesex Tp & Wheeler Rd	70
164 Middlesex Tp.	70

INCIDENT/SERVICE ACTIVITY – 2004

Total for 2003: 24,103 Total for 2004: 25,233

Percentage Change: +0.5%

911 Calls (All 911 calls received)	3,831
911 Calls (misdialed, hang-up)	1,290
Abandoned M/V	53
Alarm	1,856
Ambulance Request	1,320
Animal Bite	7
Animal Complaint	409
Animal Control Activity	25
Animal/Dead	56
Assault/In Progress	8
Assault/Past	41
Assist Other Agency	210
Assist Public	375
Attempted M/V Burglary	1
Attempted Suicide	2
ATV/Dirt Bike Complaint	29
Bike Unit Activity	4
Bomb Threat	0
Brush Fire	5
Building Check	980
Burglary/Attempt	12
Burglary/In Progress	6
Burglary/Past	53
Bylaw Violation	27
Child Abuse/Neglect	9
Civil Complaints	41
Disabled M/V	547
Disturbance	234
Domestic/In Progress	75
Domestic/Past	41
Domestic Violence Officer Activity	13
Driving To Endanger/In Progress	115
Driving To Endanger/Past	46
Drug Complaint	6
Escort	47
Evidence	9
Evidence (Total items logged in)	970
Explosion	5
Exposer/Flasher	12
Fight/In Progress	27
Fire	89
Fireworks	23
Flim-Flam	27
Found Animal	36
Found Person	9

Found Property	92
Grass Fire	1
Gas – Leak/Smell	20
Gunshots	7
Harassing Phone Calls	59
Harassment	46
Hazard	12
HazMat Complaint	3
Identity Fraud	32
Investigation	64
Juvenile	10
Kidnap/Abduction	0
Liquor Violation	2
Lockout	409
M/V Accident/Cruiser	7
M/V Accident/Hit & Run	183
M/V Accident/No Personal Injury	683
M/V Accident/Past	45
M/V Accident/Personal Injury	134
M/V Accident/Unknown	220
M/V Burglary	106
M/V Fire	24
M/V Recovery	29
M/V Stop	1,965
M/V Theft	54
Malicious Damage/In Progress	27
Malicious Damage/Past	240
Missing Child	18
Missing Person	25
Missing Property	127
Missing/Lost Animal	31
Noise Complaint	196
Notification	43
Obscene/Annoying Phone Call	3
On-The-Job Injury/Exposure	13
Open Door/Window	35
Paper Service	204
Park & Walk	235
Parking Complaint	353
Personal Medical Alarm	2
Police Information	438
Private Invest.	5
Protective Custody	4
Psychological/Suicide Threat	26
Repossession	22
Restraining Order Violation	20
Reverse 9-1-1 Activation	12
Road Hazard	309
Robbery/Past	10
Robbery/Progress	7

Runaway	10
Safety Officer Activity	183
Sexual Assault	8
Solicitor Complaint	24
Stolen Plate	13
Suicide	2
Suspicious Activity	389
Suspicious M/V	335
Suspicious Person	210
Theft/In Progress	48
Theft/Past	556
Threats/In Progress	7
Threats/Past	55
Traffic Assignment	2,124
Traffic Control	68
Traffic Signals Out	155
Trespass/In Progress	7
Trespass/Past	1
Uttering	36
Vehicle Complaint	47
Warrant Arrest	16
Water Leak	57
Weapons Complaint	2
Well-being Check	206
Wires Down	86
Youth Complaint	199

Calls by Shift

8 A.M. – 4 P.M.	8,328	41%
4 P.M. – Midnight	7,643	37%
Midnight – 8 A.M.	4,449	22%

Calls by Month

July	1,982
May	1,823
March	1,730
June	1,719
December	1,706
April	1,702
January	1,665
September	1,645
August	1,623
November	1,617
October	1,614
February	1,573

Summary of Specific Locations For Calls For Service

75 Middlesex Tp (Burlington Mall)	1,211	Cambridge St & Wilmington Rd	74
43 Middlesex Tp (Middlesex Mall)	240	98 Middlesex Tp (Barnes & Noble)	71
41 Mall Rd (Lahey Clinic)	221	Cambridge St & Mall Rd	68
34 Cambridge St (Crossroads)	215	20 South Ave (AMC Theatres)	62
123 Cambridge St (BHS)	201	Cambridge St & Bedford St	61
New England Executive Park	175	Cambridge St & Wayside Rd/Wall St 60	
42 Mall Rd (Longmeadow Place)	166	Middlesex Tp & Wheeler Rd	57
Arboretum Way (Archstone Apts)	160	101 Middlesex Tp (Burlington Square)	56
Baron Park Ln (Lord Baron)	149	279 Cambridge St (Colonial Park)	55
26 Beacon St (Beacon Village)	129	Winn St & Peach Orchard Rd	54
1 Mall Rd (Marriott Hotel)	118	Cambridge St & Winn St	50
Cambridge St & Route 128	98	Middlesex Tp & Bedford St	48
150 Lexington St (Kohl's)	84	1 Network Dr (Sun Microsystems)	44
84 Middlesex Tp (Circuit City)	82	Cambridge St & Francis Wyman Rd	43
41 Terrace Hall Ave (FW School)	82	85 Wilmington Rd (Shopping Plaza)	39
Route 128 (North and South)	79	Hallmark Gardens	37
Farms Dr (Stonebrook Farms)	78	Middlesex Tp & Mall Rd	35
114 Winn St (MSMS)	77	Cambridge St & Terry Ave	30
Winn St & Route 128	75	120 Cambridge St (Shopping Plaza)	30
108 Middlesex Tp (Chili's)	75	Middlesex Tp & South Ave	27

Summary of Locations Where Cars Are Stolen (Minimum of 2)

Burlington Mall	5	Beacon Village	2
Cambridge St	4	Lahey Clinic	2
Middlesex Tp	4	South Ave	2

FIRE DEPARTMENT

Department Roster

FIRE CHIEF

Lee Callahan

ASSISTANT FIRE CHIEF

*Steven Yetman

CAPTAINS

*Kevin Browne	*John Corbett
*Scott Carpenter	*Michael Nolan

LIEUTENANTS

*James Browne	*Timothy Browne
*Andrew Connerty	*Peter McAnespie
*Steven McLean	*Robert Paul
*John Skinner	*James Sorenson

FIRE PREVENTION/INSPECTION SERVICES

Captain *Michael Hanafin
Lieutenant *Mark Saia

TRAINING/COMMUNICATIONS

Captain *Michael Patterson

CLERICAL STAFF

Joanne Arbing Mary Fay Karen Carlson

FIREFIGHTERS

*David Angelo	*Michael Kerrigan
*Gary Arbing	*Gerard Letendre
*Michael Bibbey	*Donald MacDonald
*William Callahan	*Anthony Marino
*Kevin Canty	*Edgar McLean
*Mark Cedrone	*Nicholas Menkello
*Clifford Comeau	*Scott Perry
*Sean Connors	*Brian Petrone
Thomas Corbett	*Kevin Pollicelli
*Ernest Covino	*John Price
*Kurt Duprez	*David Richardson
*Todd Ficociello	*Michael Runyan
*Michael Fontannay	*Mark Saia

*Gerard Hanafin	*Leonard Sawyer
*John Hanafin	*James Sherman
*James Hapenney	*David Sullivan
*Richard Hovasse	*Paul Sullivan
*Timothy Hovasse	*John Walthall
John Hunt	*Fred Williams
*Shaun Kenney	

EMERGENCY VEHICLE TECHNICIAN

G. Thomas Lee

CIVILIAN DISPATCHERS

*Stephen Baia	*Elaine Carpenter
*Brendan Micciche	*Nicole Runyan
*Department EMTs	

FIRE CHIEF

2004 was a year of leadership transition for the Department. Chief Paul Thibault retired after 34 years of fire service to Burlington, serving the last 18 as Chief. Lee Callahan, formerly the Assistant Chief, was promoted to Chief. Lieutenant Steve Yetman, a 26-year veteran of the Department, was promoted to Assistant Chief. All together, more than 85 years of fire service experience took on new responsibilities during the transition.

The Department responded to more than 2,300 ambulance calls and 3,900 incidents that required fire apparatus responses. In addition to the 5% increase in calls for assistance, the time the units were tied up per call increased, due in part to the need for our ambulances to have to travel further to receiving hospitals. The area-wide issue of hospital diversions increases the time our firefighter/EMTs are unavailable for subsequent calls and places additional burdens of wear and tear on our equipment.

During the past year our personnel gave up some of their personal family vacation time in order to be available for responses during the Democratic National Convention (DNC) in July. The Department was involved with 2 suburban Emergency Operations Centers (EOC) during the DNC so that all civil disobedience, potential terrorist activities, and traffic issues were monitored and prepared for. Lessons were learned in the EOC activities that are now considered building blocks for future similar preparations.

Thankfully, there weren't many serious building fires, in terms of dollar loss this past year. However, we still responded to many building and house fires. Again, as in the past several years, we are grateful that there was no loss of life due to fire in the town during 2004. The combination of our Fire Prevention Division and Training Division must take much of the credit for keeping losses in town to a minimum. The job of Fire Prevention, through code enforcement and education, is to keep fires from happening. The focus of the Training Division is to keep the firefighters ready to respond properly when we do have fires and other emergency incidents. That training was evident when, on the last day of 2004, firefighters rescued 3 children from a smoky apartment fire.

Some of the highlights of the past year included the rebuilding of part of our emergency radio communications system at headquarters, the receipt of \$120,000 FEMA grant to upgrade emergency equipment worn and used by firefighters, a new Horton ambulance that was authorized by Town Meeting in 2003, enhancement of the Department's interoperability with other towns, the private sector, and departments within Burlington. Firefighters completed a smoke detector replacement project in conjunction with our partnering agencies, the Board of Health and the Council On Aging, and sponsored by the Massachusetts Department of Public Health. Almost 300 new smoke detectors with 10-year batteries were installed in homes of our senior residents. The post-9/11 world we, in emergency services, live in continues to challenge us as we strive to fulfill any and all new responsibilities placed on us by the public; and state and federal agencies.

Along with the personnel changes mentioned above, Mark Saia was promoted to Lieutenant and is currently working in the Fire Prevention Division. New firefighters hired in 2004 are Brian Petrone (Burlington native and 6 year veteran of Scituate Fire Department) and Mike Kerrigan. Firefighter Gary Cauldwell retired after 26 years of service to Burlington. We wish Gary a long and healthy retirement. Firefighter/EMT Lou Falzarano resigned for personal reasons in 2004 and we wish him well. We also wish Chief Thibault a long and healthy retirement and acknowledge his many accomplishments over the years, especially in terms of always seeking to provide the best emergency equipment possible for the firefighters to use.

I want to thank all that have made my transition to Chief a relatively painless one. The firefighters and officers that continue to respond to emergencies, no matter what the circumstances; the dispatchers that take the emergency calls, often under very emotional and stressful conditions; Tom Lee, the Department mechanic that keeps our equipment operating; the clerical staff that makes our lives easier by keeping track of our records; Captains Mike Hanafin and Mike Patterson and Lieutenant Mark Saia of our Fire Prevention and Training Divisions; Assistant Chief Steve Yetman in charge of the daily operation of the Department; the various elected and appointed officials, department heads, and their personnel that respond so well to our requests for assistance; and mostly to the community of Burlington that we serve. Without your support, our jobs would be incredibly difficult. We consider it a privilege to serve you.

Respectfully submitted,

Lee Callahan
Fire Chief

FIRE PREVENTION/INSPECTIONAL SERVICES

Inspectional Services has had a very busy year. New construction and renovations to existing structures continued through 2004. Some examples of the larger projects either completed or nearing completion include the West Gate Drive and Heritage at Stoneridge residential projects. Commercial projects include the renovation project at the Burlington Mall, the Sunrise Assisted Living on the Mall Road, Old Navy department store, and Bugaboo Creek Restaurant.

Commercial and large residential construction projects require many steps including site plan reviews, which consider requirements such as apparatus access, water supply, exposure to other structures, type of occupancy, etc. The next step is a meeting with Fire Protection Engineers to discuss Fire Alarm, Fire Suppression, Municipal Fire Alarm connections and the issuing of the proper permits. Once the project is started, on-site inspections are required to keep track of the progress being made. The Certificate of Occupancy is issued after a final inspection and all new systems are tested.

The following is a list of permits and inspections made in 2004:

TYPE OF SERVICE

Commercial Occupancy Inspections	169
Master box Certifications	61
On-site – Inspections	450
Permits Issued	608
Plan Review	309
Residential Occupancy Inspections	161
Site Plan Reviews	39
Smoke Detector Inspections	301
TOTAL	2098

The following is a count of all permits and inspections done during the period of January 1, 2004 to December 31, 2004:

PERMITS

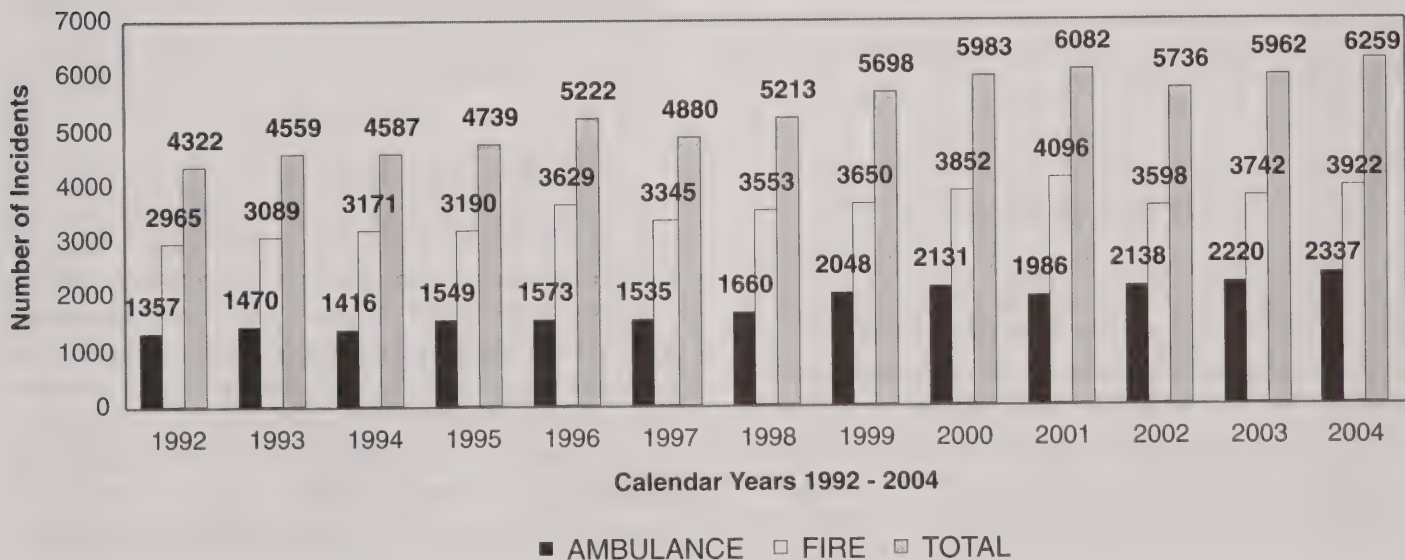
AST	33
Blasting	11
Dumpster	23
Extinguishing System	6
Fire Alarm	58
Flammable Storage	68
Haz-Mat	1
Oil Burner	81
Portable Tent	1
Propane Storage	40

Sprinkler	123
Tank Installation	35
Tank Removal	52
Tank truck	11
UST	17
Welding/Burning	48
TOTAL	608

INSPECTIONS

Commercial Occupancy	169
Fire Drills	13
Knox Box	45
Oil Burner	30
Oil Tank Installation	14
Oil Tank Removal	16
On-site – Fire Alarm	18
On-site – Fire Prevention	253
On-site – Plug In	6
On-site – Plug Out	8
On-site – Plan Review	22
Quarterly	25
Residential Occupancy	161
Smoke Detectors	301
TOTAL	1081
BUILDING PLANS STAMPED & REVIEWED	309
SITE PLAN REVIEWS	39
MASTER BOX CERTIFICATIONS	61
COMBINED TOTALS	2098

AMBULANCE - FIRE EXPERIENCE RECORD



Inspectional Services has begun the preliminary planning phases for projects to be finished or break ground in 2005. Some of these projects include the Arborpoint mixed residential project on Wheeler Road, Cheesecake Factory at the Mall, Legal Seafood expansion at the Mall, the Border Café at Victoria Station and the Kimball Court apartment buildings. The Lahey Clinic is also beginning the expansion project, which includes adding a large addition to its current facility and a 4-story parking garage.

Inspectional Services would like to take this opportunity to thank all residents and members of the business community for their cooperation in making Burlington a safer place to live and work.

Respectfully submitted,

Captain Michael Hanafin

Lieutenant Mark Saia



Firefighter Mike Kerrigan gets "rescued" from unsafe ice during Ice/Cold Water Rescue Training. Photo by Mike Patterson

TRAINING DIVISION

2004 was a busy year for the Training Division. This being the second full year of the position, I began to see the positive impact that this position truly brings to the Department and our community. The overall quality of our training has no doubt improved and will continue to improve. I cannot stress the importance of bringing quality training to all four shifts in our Department. If the same message is spread equally to all four shifts, our Department

runs much smoother and efficiently. Many of the training evolutions that were conducted throughout the year were practical, hands-on exercises, that no doubt will assist the firefighter when called to duty.

Over the past two years, I have begun to build working relationships with many real estate agencies and local builders in our Town. Homes that are to be demolished have been graciously donated to the Department for training purposes. These opportunities are extremely valuable to the Department for it gives our members the chance to participate in actual hands-on evolutions. Some of the activities that have been conducted in the past year include roof ventilation, where members use fuel-powered saws to cut holes in roofs for ventilation purposes: Overhaul, where members use hand tools to search for hidden fire: Interior attack, where members bring a charged hose line into a house and search for fire in a smoke filled environment: And rescue evolutions where members use ground ladders to rescue a trapped firefighter on the second level of a house. I would encourage any real estate agent or builder to contact me if they plan to demo a house. Conducting live drills enhances the firefighter's skills and builds their confidence.

This past year we brought in Fire And Rescue Training, INC. run by Boston Fire Department personnel to train our Department in an emergency vehicle operator course. Each shift participated in this two-day course in which members were instructed on the laws that govern operating emergency vehicles and practical methods to get apparatus safely to the scene of an emergency incident. The second day of the course involved each member driving both an engine and tower through an obstacle course. Each year, many accidents occur involving emergency apparatus responding to, and returning from incidents. This past year a veteran firefighter of 36 years from Brookline lost his life while responding to an incident.

In June of 2004, Fire Department personnel participated in a mock hazardous material drill at the Burlington High School. The scenario involved many students being exposed to an irritant, which made them ill. First responders arriving on scene sized up the situation, began rescuing the students, and established a decontamination corridor in which the students passed through. Treatment and transport zones were established and the students were transported to local hospitals. Burlington Fire's Mass Decontamination Unit was set up at the Lahey Clinic to protect the emergency room from possible contamination. This was a multi-agency

scenario, where members of the Police, Fire, Woburn Fire, Armstrong Ambulance, DPW, and school officials all worked together to bring the incident to a conclusion. Many lessons were learned that day which will only benefit Town agencies if an actual incident ever takes place.

In the late fall, Department members were trained in basic pump operations. Each shift participated in classroom and hands-on evolutions to improve their pump operator skills. Scenarios were created to assist the pump operator in flowing water through hand lines and master streams such as the tower's master stream and our portable deck guns.

In December of 2004, Burlington Fire worked with Bedford Fire in training Department members on the use of thermal imaging cameras and conducting search and rescues in large-scale office buildings. This training was conducted at Mitre Corporation. Each shift got to participate in hands-on rescue scenarios in a smoke filled environment. Once again Fire And Rescue Training, INC. instructed our firefighters.

During this past year the Fire Department welcomed two new members to the Department, Firefighter/ EMT Mike Kerrigan and Firefighter/Paramedic Brian Petrone. I had the opportunity to work with both of these firefighters to give them an overview of how the Department operates and what shall be expected of them. Both of these firefighters will be strong additions to our Department.

This past year I worked with our Dispatchers in putting a new software package in service. This software will allow the Department to store valuable information on buildings located throughout our community. Important information such as emergency contact information, fire suppression equipment, hazardous materials, and hydrant locations are a few of the items that are stored in this database. One of my goals in the up-coming year is to get our engine companies into the majority of the buildings in Town and gather important information, which will be placed, into the system.

I look forward to the up-coming year. It seems that every year brings about a new challenge. One of the huge benefits of having a training division is that we can stay on a level playing field when changes occur.

Respectfully submitted,

Captain Michael Patterson
Training Division

JUVENILE FIRESETTERS INTERVENTION PROGRAM

The Juvenile Firesetters Intervention Program (JFIP) is an educational program run through the Middlesex County District Attorney's Office. As the title suggests, the program is targeted towards youths involved in firesetting incidents. The program is comprised of multiple agencies, including: local fire and police departments, the District Attorney's office, Massachusetts State Police, local school departments, Department of Social Services and other agencies as needed.

Chief Lee Callahan initiated Burlington Fire Department's involvement in the program back in 1998. We currently have 3 employees involved with the program.

The JFIP is comprised of many components. Burlington Fire is involved in two of those components: screening and education. Other professionals handle services such as legal matters, counseling and family assistance.

The screening phase of the program begins when the Middlesex County District Attorney notifies the BFD of a firesetting incident in our town. We then send 2 firefighters, trained in firesetting screening, out to the juvenile's home to conduct an interview. The District Attorney and Clinical Health professionals review the results of the screening. The juvenile may then be recommended into the educational program.

The educational program is run by local fire departments that have had a juvenile recommended into the program. Trained members from the various departments rotate as instructors for the classes. Class sessions typically run 3 hours per week for 10 weeks. The program is designed to educate youths, up to age 17, about the dangers of firesetting. The program teaches students the basic chemistry of fire and fire spread, consequences of firesetting, good vs. bad decision-making and the Massachusetts court system. Studies have shown that juveniles who do not complete an intervention program have an 80% recidivism rate.

Throughout 2004, Burlington had 5 juveniles involved with firesetting incidents. All were court-ordered to attend the Middlesex County Juvenile Firesetters Intervention Program.

Respectfully submitted,

Lieutenant Timothy Browne
Program Coordinator

2004 Annual Report

Burlington Fire Department 2004 Report of Incidents by Type of Incident

TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Accidents													
Motor Vehicle Crash	15	24	17	19	21	29	17	29	22	27	34	27	281
Pedestrian	3	0	7	0	0	2	3	0	0	0	0	1	16
Medicals													
	164	121	138	143	132	131	136	125	134	137	143	156	1660
Alarms													
Accidental	45	38	34	42	41	52	36	37	44	31	42	31	473
False	6	3	4	0	5	3	1	2	7	6	2	2	41
System Malfunction	38	13	12	20	12	19	15	20	27	23	20	39	258
Fire													
Cooking Fire	5	2	3	2	1	3	2	0	4	2	8	4	36
Residential	2	1	0	0	0	0	1	0	1	0	1	2	8
Apartments	1	0	0	0	0	0	0	0	0	0	0	1	2
Assisted Living	0	0	0	0	0	1	0	0	0	0	0	0	1
Brush, Grass	0	0	2	15	3	1	1	0	1	0	3	0	26
Business/store/restaurant	0	0	1	1	0	0	0	1	0	0	0	0	3
Dumpster-trash	2	1	2	0	0	2	1	5	1	0	0	3	17
Motor Vehicle Fire	5	3	3	4	2	1	3	3	3	1	1	1	30
Lighting strikes	0	0	0	0	6	0	0	0	0	0	0	0	6
Oil burner Malfunction	0	0	1	0	0	0	0	1	0	1	0	0	3
Motor Malfunction	0	0	0	2	0	0	0	0	0	0	1	0	3
Smoke Scare	4	6	4	7	3	5	2	5	5	6	7	4	58
Outside Burning													
Authorized	0	0	0	0	1	1	0	0	0	0	0	0	2
Unauthorized	0	0	0	2	1	2	0	0	0	1	1	0	7
Hazmat	4	3	0	3	2	2	3	2	1	2	2	3	27
CO2 Problem	5	1	2	1	1	1	2	2	1	1	3	2	22
Spill Leak Fuel	0	3	2	3	0	1	0	1	1	0	3	1	15
Natural Gas Leak	4	4	1	0	3	2	1	2	3	2	3	1	26
Power lines down/ Arcing	4	3	1	1	2	4	1	3	1	0	2	1	23
Electrical Problem	2	3	2	2	5	6	3	7	1	0	4	2	37
Water Problem	18	3	3	34	1	1	2	1	4	1	1	3	72
Service Call													
Service Call	40	27	44	70	43	41	42	50	51	41	44	33	526
Public Service/Assistance	2	30	8	2	1	5	1	2	0	2	3	1	57
Elevator Extrication	3	2	2	0	2	1	3	1	0	0	0	2	16
Lock Outs	3	3	1	1	2	2	0	2	1	1	3	1	20
Aircraft Standby	0	0	0	0	0	0	0	0	1	2	1	0	4
Nothing Found	2	2	2	4	2	1	5	4	2	3	4	2	33
Cancelled en-route	2	1	2	6	5	6	2	5	1	6	6	3	45
Good Intent Call	7	3	2	6	2	8	4	5	2	1	3	5	48
Cover Assignment / Mutual Aid	3	1	2	2	2	1	2	1	1	1	2	2	20
Totals	389	301	302	392	301	334	289	316	320	298	347	333	3922

AMBULANCE

The Burlington Fire Department responded to over 2300 calls for medical assistance in 2004, a 7% increase from 2003, and one of the busiest years on record. Both Ambulance 1 and Ambulance 2 remained busy responding to medical calls both in town, as well as, requests from neighboring communities for mutual aid.

The department took delivery of a new ambulance in October. The vehicle is a 2005 Navistar International and is the town's first red ambulance, as well as, the first red ambulance in the region. In addition to having a state-of-the art communication system, it has a hydraulic oxygen replacement system and a patient privacy system, which allows for patients being treated and transported in the ambulance to retain their privacy. The new ambulance replaced A-2, which will remain in service to the DPW.

All Emergency Medical Technicians continue to participate in ongoing educational classes throughout the year to remain current and proficient with all treatment protocols and procedures including, defibrillation and epi-pen administration for severe allergic reactions.

Two of our local hospitals have initiated their expansion projects, which should alleviate some of the overcrowding and diversion issues in the future.

Our goal for 2005 is to explore options in providing advanced care to our patients in a timely and effective manner. We also hope to initiate EMS research projects for publication from within the department, as well as, our continuing goal of educating our seniors and children in injury prevention.

Respectively submitted,
Lieutenant Mark S. Saia
EMS Coordinator



Tower 1 crew going through Emergency Apparatus Driver Training at the former Raytheon on Wayside Road. Photo by Mike Patterson

PUBLIC WORKS DEPARTMENT

Syamal N. Chaudhuri
Superintendent of Public Works

Thomas F. Hayes
Town Engineer

Evelyn M. Shaw
Administrative Assistant
(retired)

Thomas F. Hickey
Operations Manager

Assistant Superintendents

William A. Bannon

Paul Neilsen

Highway

Central Maintenance

David C. McCafferty

Water and Sewer Utilities

Managers

Paul W. Cauldwell
Cemetery

William D. Keene
Treatment Plant

DPW Staff

Frank E. Anderson

Larry Kennedy

John T. Baldwin

William Lundgren II

Paul S. Bieren

Russell J. Makiej

Robert S. Clougherty

Donna L. Manning

Craig H. Cooper

Pialisa A. Manent

P. Victor Cuzzupe	James Marchese, Jr.
John Doherty	Armand Marion
Richard L. Dubbs	Nanette D. Masotta
Michael P. Dwyer	Timothy Mazzone
Allen F. Ferriera	Ricky McClenningham
Dennis F. Fitzgerald	Kathleen A. McElaney
Mark V. Gerbrands	Robert W. McMahon
Jennifer Gelinis	Donald McNeil
Michael Giardina	Eric A. Moran
Robert S. Glover	Donald H. Price
Frederick M. Haynes	Michael A. Quinones
Wayne Higden	Charles D. Ralph
Stephen A. Johnson	Richard A. Reid
Roderick Joslin	Patricia Q. Robichaud
Kevin J. Keene	Brian A. White
Teresa J. Keene	Charles F. Woods Jr.
Richard Kullman	

To all DPW Personnel, I give you a "job well done". To those Departments that have helped us, we all thank you.

Respectfully submitted,

Syamal N. Chaudhuri
Superintendent Public Works

ADMINISTRATIVE

Water & Sewer Section sent 16,432 bills out in the amount of \$4,803,646.79.

Purchasing processed over 2,500 Purchase Orders and 1,050 Customer Service calls recorded.

Patti Robichaud, B-Line Coordinator, joined us taking the Senior Clerk position that was vacated by Linda Murray.

Evelyn Shaw, Administrative Assistant for the DPW retired on December 31, 2004. I would like to say on behalf of Pialis Manent, Patti Robichaud and myself, that we will miss her enormously. The amount of knowledge that Evelyn acquired from her time here in Burlington is irreplaceable.

Respectfully submitted,

Teresa Keene
Head Clerk

ENGINEERING DIVISION

The Engineering Division evaluates, designs, bids, and manages Town funded infrastructure improvement projects. Engineering staff manages consulting engineers hired

to design projects outside the expertise of the division. In addition, the division provides support to other Public Works Divisions as well as any Town Department that requests technical assistance. This office maintains and updates infrastructure plans, project files, and Public Works GIS data layers.

Capital Improvement Projects

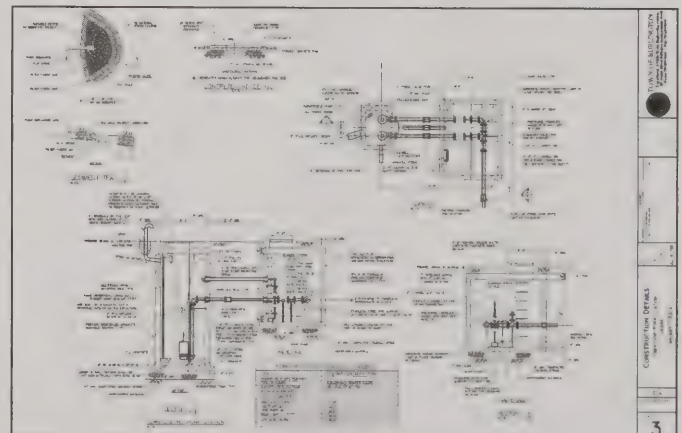
The Division designed, obtained permits, and provided construction management for the following projects, which were funded through Articles approved by Town Meeting:

- **Blanchard Road/ South Bedford Street Phase 1 Water Main Construction Project (W1-04-1036)** - Awarded to DeFelice Corporation of Dracut, MA at the bid price of \$191,545.12, consisting of the construction of approximately 1800' of 16" CLDI pipe.

Photo by: Dennis Fitzgerald - Senior Engineer



Water Gate Valves, Stony Brook Road @ TRW Park



Town Line Road Pump Station Design / Design by: Town of Burlington Engineering Division

Photo by: Dennis Fitzgerald - Senior Engineer



Water Main Trench Backfill and Compaction

- **Town Line Road Sewer Pump Station Replacement (PS-04-1024)** - Awarded to Oliveria Construction of Somerset, MA at the bid price of \$85,351.20 consisting of the construction of duplex grinder pump station to replace the aging Town Line Road injector pump station.

Photo by: Timothy J. Mazzone – Senior Engineer



Town Line Pump Station under construction

Photo by: Timothy J. Mazzone – Senior Engineer



Town Line Pump Station almost complete

Contract Management

The Division managed outside consultants hired to undertake the following projects:

- **Bike Path Feasibility & Preliminary Design** – Awarded to VHB of Watertown, MA for the preliminary design and grant application for an extension and regional interconnection of Burlington's bike routes.

- **Marion Estates Subdivision** – Awarded to Commonwealth Engineers of Burlington, MA for engineering and survey work associated with the completion of the Marion Estates Subdivision. Work under this contract included topography and property line survey, environmental permitting, and creation of amended subdivision plans.
- **Street Lights** - The Engineering Division manages the Street Light maintenance program with the Town's service contractor Republic Electric. Street Light outages can be reported to the Engineering Office or Republic Electric at 1-800-544-4876.

DPW Projects

The Division designed, permitted, and provided construction assistance for the following projects which were undertaken by DPW forces and/or in conjunction with private contractors:

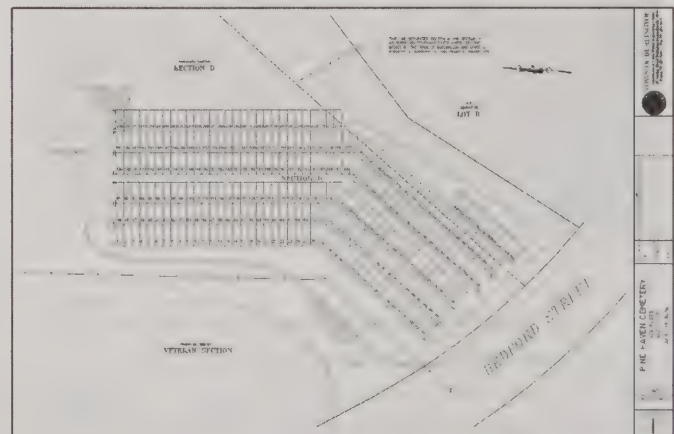
- **Pavement Management** – Developed specifications, bid, and provided field design/survey assistance to the Highway Division with Street paving program, which was awarded to PJ Keating of Fitchburg, MA at the contract amount of \$699,700.
- **Annual Construction** – Designed, developed specifications, and managed construction bid under a blanket construction contract awarded to Burlington Loam, of Burlington, MA at the contract amount of \$101,211. Projects completed under this contract include:
 - Savin Street drainage (525' 12" CPP)
 - Juniper Street water main (320' 6" CLDI)
 - Sewer inflow mitigation projects in various locations.

Photo by: Mark Gerbrands – General Development Inspector



Repaired Sewer Manhole to prevent Inflow

- **Pine Haven Cemetery** – Surveyed, designed, and laid-out Section D.



Lot Layout Section D – Pine Haven Cemetery / Design By: Town of Burlington – Engineering Division

Other Projects

The Division provided design and/or technical assistance on the following projects:

- Generated Site Construction Plans and permitted Brookside Lane and Douglas Avenue pump stations' emergency generators.

- Prepared bid specifications for various DPW projects including:
 - Street Sweeping
 - Debris Disposal
 - Traffic & Safety Markings.
 - Fuel Oil

Subdivision/Site Plan Inspection

Inspection of subdivisions and building sites include water and sewer connections, pressure testing of water lines, vacuum testing of sewer manholes, mandrel and ball testing of sewer lines, hydrant installation, and drainage systems. Inspection of roadway construction includes underground utilities, sub-base materials, compaction, grading, binder pavement, finish pavement, curbing, and sidewalks. Inspection also includes lighting, parking layout, landscaping, signage and pavement of utility trenches.

The Division conducted construction inspections of the following projects:

- Westgate Village Apartments
- Heritage at Stoneridge (Mountain Road/Wall Street residential development)
- Café Escadrille expansion, Cambridge Street
- Old Navy/ Bugaboo Creek (Middlesex Turnpike)
- Richardson Road development
- Michael Drive Subdivision
- McGafferty Estates Subdivision
- Radcliff Street Subdivision
- Brookside Lane Extension Subdivision
- Your Space Landscaping (2 Blanchard Road)
- Sump Pump Redirection & SMH Repair (I/I mitigation)

Engineering Equipment

The Division's standard Computer Aided Drafting (CAD) software is AutoCAD Land Development. All plans produced by the Division are created using this software to maximize production and reuse of the data on future projects, as well as giving the ability to easily incorporate the information into the Town Geographical Information System (GIS).

The Engineering Division has recently purchased a Sokia (total station) reflectorless Survey transit and a TDS

recon data collector. This Surveying equipment allows Engineering Staff to locate important project information in the field and download the information directly into an AutoCAD Drawing saving valuable note reduction and drafting time. Data Layers from these project drawings can then be incorporated into the Town of Burlington's useful and growing GIS. This equipment is the latest in Land Surveying technology and shows the Engineering Division's commitment in finding better ways to serve the citizens of Burlington.

Infrastructure Management

- *Plan Filing System* – In an effort to automate the Town's record drawings, many of the plans have been scanned to image files and linked to a plan database, allowing quick retrieval of utility data, while preventing wear and tear on original plans. To date approximately 4500 plans have been entered into the Plan Filing System, in addition more than 1700 water gate Tiecards were also scanned and will be incorporated into the system.
- *Pavement Management System* – The Division continues to evaluate pavement conditions and update the Town's GIS based Pavement Management System, which was implemented in 2002. The inspection data is used to generate a Pavement Condition Index (PCI), which enables us to set and revise pavement restoration priorities.
- *Utility Permits* -The Division has created a utility permit system combining Street Opening, Sewer and Water into one permit. Database tables, input forms, and permit reports were created to streamline and automate the permit process. Division personnel also conduct inspection of sewer and water connections, as well as pavement trench restoration to ensure compliance with good construction practice. This year the division issued 247 Permits; 148 Street Opening Permits, 30 water permits, and 69 Sewer Permits.

Geographical Information System (GIS)

The Geographical Information System users group with committee members representing various Town Departments meets monthly and has made great strides in the development and implementation of a GIS. During 2004 the number of Town data layers has grown from two (2) to twenty-seven (27) as GIS has become more and more inte-

gral to our daily operations. The Pavement Management System is fully GIS based and in its 4th year of successful operation. The Assessors Department uses GIS to develop Abutters Lists; a task that may have taken hours is now reduced to minutes.

The Engineering Division continues to develop infrastructure data layers as outlined below:

Sewer Collection System – 95% complete, requires final checks and corrections.

Stormwater System – 95% complete, requires final checks and corrections.

Water Distribution System – 75% complete, requires GPS gate location, final checks and corrections

Web Site

To make information more easily available the Engineering Division maintains a website at www.Burlington.org. Some of the information that you will find here is:

- Street, Zoning, Precinct, Water, Sewer, and Aquifer Zone Maps
- Licensed Driveway and Utility Contractors
- Surveyor List
- Utility Permit Information and applications
- Photos, updates and important information for various projects throughout Town

I extend my appreciation to the Engineering Division staff for a great year. From providing exceptional customer service and assistance to other Town Departments, to developing engineering design plans and conducting construction inspection the people make the difference, and the engineering staff has been an outstanding group of professionals to work with. I look forward to another productive year in 2005.

Respectfully submitted,

Thomas F. Hayes, P.E.
Town Engineer

OPERATIONS MANAGEMENT

The following reports from the DPW's Cemetery, Central Maintenance, Highway and Water & Sewer Utilities Divisions summarize the day-to-day activities, special projects, and emergency actions for 2004. All year long, the

men and women of the Burlington DPW endeavor to carry out their respective duties, courteously and professionally in order to ensure the highest level of safe, quality service and safety to the residents and businesses of Burlington. I commend all the personnel of these Divisions for a job well done.

Respectfully submitted,

Thomas F. Hickey
Operations Manager

CEMETERY DIVISION

Pine Haven

Cemetery personnel performed 74 burials, sold 65 lots, designed and laid out 284 lots in Section D and installed an automatic sprinkler system in Section D. The Pine Haven Chapel is used for services during the year. Ongoing work is being performed in Section D for gravesites in the future.

Chestnut Hill

Cemetery personnel performed 78 burials. Extra cleanup and trimming was performed by using the Middlesex Sheriff's Department Community Outreach Program crew. The crew also helped with the removal of two large trees that had been blown over by heavy winds. The building's exterior was repaired and new siding, gutters and downspouts were installed. The building interior was painted.

Old Burial Grounds

A large tree was removed from the back of the cemetery that was damaged in a storm. Clean up of the tree along with the rest of the cemetery was also done with help from the Middlesex Sheriff's Outreach crew.

General maintenance is performed throughout the year including weedwacking around the headstones and trees; cutting grass; trimming trees and brushes; repair and maintenance to sprinkler system; repair and painting fences; maintenance of equipment; snow plowing and snow removal.

I would like to take this opportunity to thank the DPW Employees who do a great job when extra help is needed. The Veterans Administration of Burlington and the Veterans for their help in the preparation for Memorial Day. To the Veteran Administration of Bedford, who sends us the

VA men when needed and the summer help. Last but not least, I especially want to thank the employees of the Cemetery Division for their hard work throughout the year.

Respectfully submitted,

Paul W. Cauldwell
Acting Manager
Cemetery Division

Central Maintenance

The Division maintains and repairs the DPW, Police, Recreation, and other Town vehicles, which consist of approximately 130 vehicles. Each year the Town's need for vehicles and equipment increases. Many of the older vehicles, which are well beyond their replacement years, need and require more maintenance than the newer ones.

Winter months increase the need for repairs to vehicles and snow fighting equipment. During the spring, summer and fall, we are kept busy getting the snow plows and equipment used in fighting the snow storms back in top notch condition, in addition to our regular routine maintenance program.

As always, many thanks to the men of Central Maintenance for a job well done. Thank you Robert Glover, Eric Moran and Michael Quinones for your excellent work.

I would also like to thank all the Town employees who bring any problems with their vehicles or equipment to our attention as soon as possible.

Respectfully submitted,

Paul W. Neilsen
Assistant Superintendent

HIGHWAY DIVISION

The Highway Division conducted its regular maintenance of roadways, drainage easements, street and traffic signs, fence repair, guardrails and special paving projects. Burlington experienced 13 storms, which included sanding operations, for a total of 30 ? inches of snow during the 2004 season. The crews spent many man-hours clearing snow from the road surfaces for the driving safety of the public. After the winter months, the crews spent their days cleaning catch basins, drain manholes, and mail boxes, sweeping all sidewalks and roadways of sand.

Special Projects during the spring, summer and fall months:

- Bush cutting throughout town
 - 3,300 catch basins and drain manholes were cleared
 - Drain lines were flushed of sand and debris
 - Damaged driveway aprons and burms were repaired
 - Lawns damaged during winter months were repaired
- Machine Burms installed on the following streets:
- Nevada Road
 - Moline Road

Roads paved by the Highway Division:

- Partridge Lane from Sandy Brook to dead end
- Creston Ave. from Glen Ave. to dead end
- Francis Wyman Road – water break
- Boulder Drive – water break
- Edwards Road – Cambridge Street to dead end

Roads paved by private contractor:

- St. Mary Road
- Anna Road
- Moline Road
- Manhattan Drive
- Morrison Road
- Chestnut Avenue
- Rahway Road
- Nevada Road
- Park Drive
- Meadowcroft Road
- Ridgewood Lane
- Rocky Hill Road
- Sylvester Road
- Victor Avenue
- Donna Lane
- Arnold Terrace
- Middlesex Turnpike

Drain Line Flushing:

- Middlesex – Burlington Mall Road – Wheeler Road – Winn Street
- Francis Wyman Road – Terrace Hall Avenue – Harriet Avenue

I would like to take this opportunity to thank all the employees of the Highway Division for all the expertise they give and show when performing their duties. Also, a special thank you to all DPW Employees, Recreation Department and private contractors that assisted the Department during the winter months.

Respectfully submitted,
William A. Bannon
Assistant Superintendent
Highway Division

WATER & SEWER UTILITIES DIVISION

This year was a busy year for the division. The following are some statistics:

Water Section:

The water section handled 1339 residential appointments performing the following:

Meters replaced or repaired	406
Outside viewers installed	383
Installed security meter seals	519
Meter Readings (other than usual bi-yearly town wide reading program)	1027
Water meter bench tests	300
Marks out for Dig Safe system	284
Fire Hydrants replaced	13
Fire Hydrants repaired	18
Water main gates replaced	3
Cancelled appointments	40

We also performed some upgrading of our distribution system for future use by installing 2680 feet of new 16 inch Ductile Iron water line on Blanchard Road from South Bedford Street to the water storage tank. In addition, a new control gate system and 100 feet of Ductile Iron line on Stoneybrook at the Mall Road.

As most of you probably know we did an extensive rehabilitation project on our Blanchard Road storage tank. Also as part of the rehab project, we upgraded the old control and gating system that operates the distribution of water from the tank in order to bring the tank into the 21st century.

As most of Burlington knows this was a busy year for water leaks. The water section responded to 34 emergency water leaks. I believe everyone knows of the two worst leaks, the one in January and Anna Road at Cambridge Street during the severe cold weather. The other was in November on Francis Wyman Road by the Francis Wyman Sewer Station. There were also 6 service leaks and 26 water main leaks for a total of 34 water leaks in 2004.

One last note from the water section. The annual water main flushing program was not instituted this year due to the rehab project to our distribution system. But the program will be reinstituted in April 2005. I want to give an early apology for any inconvenience that this might cause.

Sewer Section:

The Sewer Section performed the following:

Sewer mains jet rodded to prevent blocks	225,000feet
Preventive maintenance	85,000feet
For a total of	310,000feet

We also upgraded our emergency generators at our satellite sewer pumping stations as follows:

Changed Wilmington station natural gas generator to a more powerful diesel generator.

Installed a natural gas generator at Brookside Station where we did not have one installed.

Moreover, we installed a natural gas generator at our Douglas Station where there was none before.

We upgraded our Belmont Station from a manual-operating generator to an automatic operating generator.

Also as part of our upgrade program, we replaced our aging Town Line Station with a new 21st century pumping station, which is equipped with a natural gas emergency generator. This station is to be on line in early 2005.

The sewer section responded to 16 sewer main blockages. All of which were minor with no damage to any property.

This year we had one major incident in the sewer system. This was during the severe rainstorm we got on April 2nd, 3rd and 4th. We had to perform a by-pass pumping procedure at the Grandview Station due to the unfortunate pump and gate valve breakdown during the height of the storm. This occurred on April 3rd. And as usual thanks to the expertise of our sewer technicians and contractors, the situation was quickly remedied and the station was back on line on April 4th.

Water Treatment Section:

The year 2004 total annual volume appears to be an average year for total production based on the past 5 yearly averages. This was primarily due to the rainfall being spread over the normally dry months. The rainfall inhibited excessive use for land irrigation, which put a strain on production capabilities.

The ground water side of production saw the rehabilitation of three sources. Production source PS #10 was fully cleaned and required the replacement of the pump-motor and the vertical column due to the aggressive nature of the raw water. Well #11 also was cleaned and required addition machine hours to help cleanup a silting situation. The pump other than minor parts was fine but the vertical column also need to be replaced due to excessive pitting caused by aggressive raw water. The last well to be rehabilitated was PS#3. The well experienced some problems in regaining its specific capacity requiring additional machine time and treatment. The well column was raised preventing off gassing during treatment and the pump was reconditioned. We came close, but the full specific capacity was not achieved back to the original volume. The only thing that needs to be followed is a good well cleaning schedule.

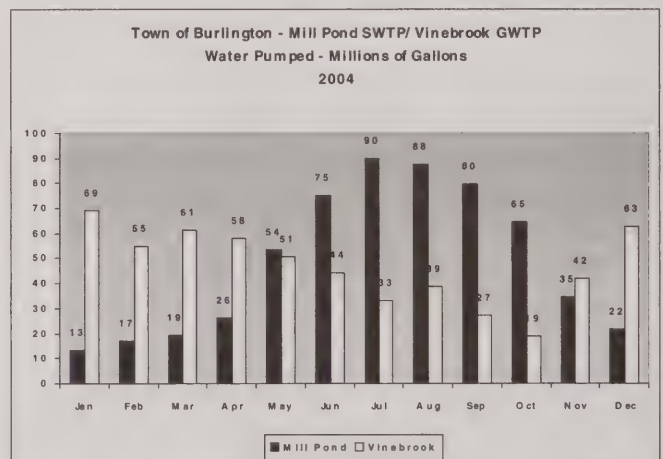
The surface water facility had a number of inspections during calendar year 2005. The first inspection was of the Lake Air system, which appears to be doing its job in regards to TOC, Iron and Manganese abatement. The Facility SCADA system was completely reviewed and will be redesigned when the plant under goes complete up grade. The filter system was repaired due to cell failure and will

again need repairs in 2005. The Mill Pond Dikes and Dams will be inspected in 2005 to meet insurance requirements. The diversion station in Billerica is in need of electrical upgrade, which will be evaluated in 2005 hopefully using Mass Electric money under a energy efficiency program stressing demand conservation.

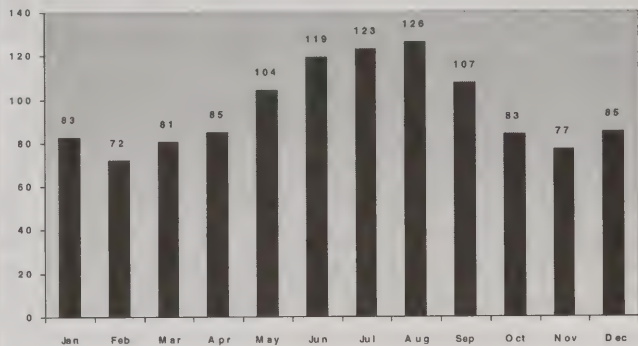
The Blanchard Road Storage Tank was totally refurbished in 2004 and finally placed on line in mid December. The interior and exterior was fully sand blasted and a complete protective coating system applied. This system should extend the tank operation for at least 15 years before a new system needs to be applied. A new venting system was installed to bring the Town of Burlington up to current EPA standards..

Bacteriological tests were performed with no problems arising. The corrosion program is still in place and is working with no lead-copper problems arising. The Trihalomethan, Haloacetic acid, Volatile Organic and Synthetic organic test showed no problems in our production water. Our extensive Microscopic Particulate analysis program shows that our filtering system is working up to standards.

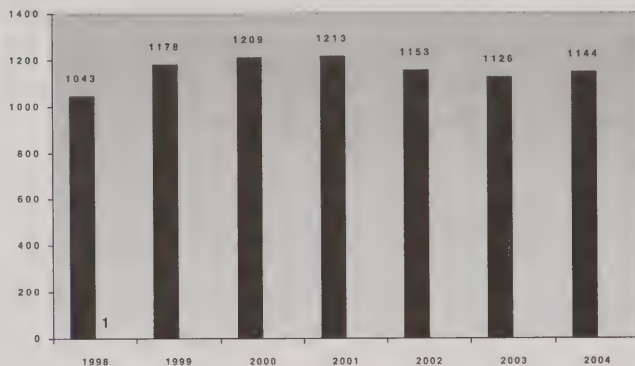
In conclusion, I expect 2005 to be as successful as 2004 was. I also expect that if any problems or questions arise that you call Bill Keene Water Quality-Production Manager at 781-270-1648.



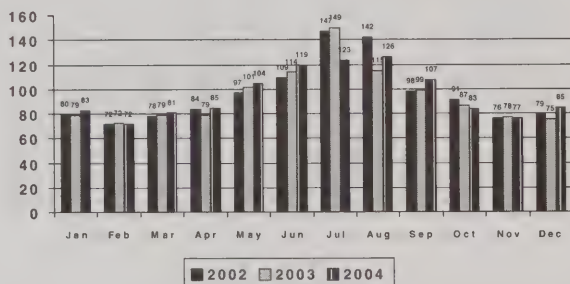
Town of Burlington - Mill Pond SWTP/ Vinebrook GWTP
Water Pumped - Millions of Gallons
2004



Town of Burlington - Mill Pond SWTP/ Vinebrook GWTP
Water Pumped - Millions of Gallons
1998-2004



Finished Water Production
Town of Burlington, 2002/2003/2004



In closing I would like to add that in December we hired two new employees to our staff which now sets the Water / Sewer Utility Section at full staffing and I hope to improve our services to you the people in 2005.

I would also like to extend my grateful thanks to my personnel and outside division personal for all their help during 2004. Thank you.

Respectfully submitted,

David C. McCafferty
Assistant Superintendent
Water / Sewer Utilities Division

CONSERVATION COMMISSION

Photo by Randy Newell



Front (L to R): Kerry Melanson, Larry Cohen, Marylee Everett, Gail Lima. Rear (L to R): Chris LoRusso, Phil Sutton, Indra Deb

The Burlington Conservation Commission respectfully submits the following report of the various activities of the Conservation Commission and Conservation Staff during 2004. Anyone wishing to learn more about this report or the functions of the Commission is invited to contact the Conservation Department, any member of the Conservation Commission, or visit the Department web-page (<http://www.burlington.org/conservation/cc.htm>).

The Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to three-year terms. In 2004, Larry Cohen continued to chair the Commission and Marylee Everett replaced Phil Sutton as vice-chair.

A three-person Conservation Staff, including Conservation Administrator John Keeley, Conservation Assistant Randy Newell and Principal Clerk Ellen Longo, assists the Conservation Commission. The staff is responsible for providing technical review of project proposals, ensuring compliance with the timelines and administrative requirements of the wetlands statutes, providing input to other Town Boards and officials, and assisting residents and project proponents in navigating the application process.

The Commission is responsible for ensuring compliance with the Massachusetts Wetlands Protection Act and the local Wetlands By-law (Burlington By-law Article XIV). To this end, the Commission receives and reviews applications for projects involving work within one hundred feet of wetland resource areas or within 200 feet of a river or perennial stream. Through the public hearing process, the Commission determines whether a project is permissible under the wetlands regulations, whether the proposal can be improved to better protect the Town's resources, and then issues or denies a permit accordingly.

The Conservation Commission is also responsible for managing several parcels of Town land under their jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road and Little Brook Conservation Areas, in addition to several smaller parcels. Beyond managing existing Conservation Land, the Commission pursues and promotes the acquisition of additional open space throughout the Town through several means, including conservation restrictions, land donations, and outright purchases. The Commission also continued its tradition of giving trees away, with 500 Redbud saplings distributed to voters at the April Town Elections.

Regulatory Functions/Permitting

The continued economic slowdown lightened Commission agendas, but there were still numerous applications for residential additions and teardowns/rebuilds.

Among the larger projects that the Commission reviewed and/or permitted in 2004 were: the Kimball Woods apartments, the Winn Street Dunkin Donuts, small subdivisions on Dennis Drive and Shamrock Drive, the Lahey Clinic expansion and the Arborpoint development at Burlington Sand & Gravel.

In 2004, the Commission established a sub-committee to review and update the wetland bylaw (Article XIV).

Photo by Sandra Grund



Marion Road Conservation Area

Land Management

In 2004, the Conservation Department began using GIS (Geographical Information Systems) to more accurately map the Conservation areas, and create maps of the trail systems on Conservation land. The public is now able to access and download trail maps of most of the Conservation areas from the Conservation Department web page.

In October, the Conservation Department organized a guided hike of the Marion Road Conservation Area. This area has ample parking and easy access, as do several of the other larger Conservation areas.

As 2004 concluded, the update to the Town's Open Space & Recreation Plan was nearing completion. A survey was sent out to all households in December, with a high return rate. The survey results will be incorporated in the Plan.

Stream Cleaning

The summer stream-cleaning program entered its fourteenth year under the supervision of Sandra Grund. The five-person stream cleaning crew addressed the traditional trouble spots in residential areas, removing truckloads of trash and debris from stream channels each week.

The Department continued utilizing GIS to compile a stream inventory, including a database of historic stream cleaning locations and activities, to better plan future stream cleaning needs.

This report was prepared on behalf of the Conservation Commission by John Keeley, Conservation Administrator.

Respectfully submitted,

The Burlington Conservation Commission

Larry Cohen, Chair
 Marylee Everett, Vice Chair
 Indra Deb, Commissioner
 Phil Sutton, Commissioner
 Gail Lima, Commissioner
 Christopher LoRusso, Commissioner
 Kerry Melanson, Commissioner

BOARD OF APPEALS



Board of Appeals: Front Row (left to right): John Sullivan (Vice Chairman), Robert Meaney (Chairman) and George Murray (Clerk). Back Row (left to right): John Alberghini (1st Alternate), Bill Gaffney and Gene Lane (2nd Alternate). Missing from photo is Wayne Harding.

The Board of Appeals of the Town of Burlington is created under Section 9.5.1 of the Zoning By-Law, pursuant to Chapter 40A of the Massachusetts General Laws. The two alternative and five permanent members of the Board are appointed by the Town Administrator to unpaid terms of one and five years respectively. Its purpose is to hear and decide appeals from an adverse decision of the Building Inspector or any Town Board, to make determinations in Flood Hazard Districts, to hear and decide petitions for variances, in particular instances to permit signs in a Business or Industrial Zoning District larger than those specified in the Zoning By-Law and, to issue comprehensive permits under MGL Chapter 40B.

The vast majority of cases heard by the Board are petitions for variances from strict compliance with the Zoning By-Law. After giving notice by mail to the abutters of the affected parcel and giving notice to all others by newspaper publication, the Board holds a public hearing to hear all of the evidence either in favor of or in opposition to the granting of the variance.

In order to grant a variance from the strict requirements of the applicable zoning by-law, the Board must find the following:

1. That, owing to circumstances relating to the soil conditions, shape or topography of such land or structure which is the subject matter of the petition for a variance and especially affecting such land or structure, but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the zoning by-law would involve substantial hardship, financial or otherwise, to the petitioner.
2. That desirable relief may be granted without substantial detriment to the public good.
3. That desirable relief may be granted without nullifying or substantially derogating from the intent and purpose of the by-law.

The burden upon the Board of Appeals is a great one and cannot be taken too lightly because the collective decision that it makes will have a lasting effect upon the town and its citizens. It is the only town board with explicit authority given by the State Legislature to actually allow citizens to avoid complying with the law, in appropriate situations.

There is no set formula by which the Board can make its decision so that every decision appears compatible with the other. What may be a substantial derogation of the intent and purpose of the zoning by-law in one petition may not be so in another. Consequently, it is difficult to compare any one decision of the Board with another. Each case must be treated individually and must stand on its own merits and not be decided by precedence.

In 2004, the Board heard 52 cases, 26 were residential cases which generated \$2,600.00 in fees and 24 commercial cases which generated \$6,000.00 in fees. The applications generated in total \$8,600.00 in fees.

The members of the Board of Appeals are pleased and honored to serve the town and look forward to another successful year of dedicated service to its citizens.

Respectfully submitted,

Robert Meaney, Chairman
John Sullivan, Vice Chairman
George Murray, Clerk
Wayne Harding
William Gaffney
John A. Alberghini, 1st Alternate
Gene Lane, 2nd Alternate

BUILDING DEPARTMENT

I herewith submit my report as Inspector of Buildings for the year 2004. This report will reflect that the construction activity continues to be very strong in the Town of Burlington.

The total estimated building permit construction costs for 2004 rose 106% to \$121 million dollars, up from \$58.6 million in 2003. Residential construction values are up slightly at an estimated \$33 million, while the commercial construction values rose to an estimated \$85 million from \$26 million in 2003. The total number of permits issued by the Building Department staff during 2004 was 2,935, resulting in 5,000 inspections being performed. The total permit fees collected in 2004 were \$1,747,460, an increase of 165% over 2003. The building permit fees were increased effective July 1, 2004 from \$8 per thousand dollars of estimated construction cost to \$10.

Residential building construction costs remain at a steady pace. A total of 44 dwelling building permits were issued with a total of 122 units. Residential building activity for single-family dwellings included forty-three (43) single-family dwellings: sixteen (16) of which were erected on new or existing vacant parcels. The remaining twenty-eight (28) dwellings were demolished and replaced with new dwellings on the same parcel, an increase of 27% from 2003.

Residential building activity this year for single-family dwellings included the following:

- 64 Roofs
- 68 Decks
- 74 Siding
- 34 Garages
- 35 Swimming Pools
- 25 Seasonal/Sunrooms
- 12 Two-Story Additions
- 30 Second Floor Additions
- 21 Family Room Additions
- 21 Finish/Remodel Basement
- 40 Kitchen Additions/Remodels
- 32 Bathroom Additions/Remodels

Commercial construction values soared 227% over its 2003 pace, boosted by a \$52M dollar Lahey Clinic Expansion Project. Commercial projects recorded a slight gain over last year by 22% (without Lahey). Retail stores and restaurant construction costs climbed while office construction costs showed a slight increase from the previous year. The only new commercial structure this past year was the modular Hess convenience store/gas station that replaced the old Hess station at 110 Cambridge Street. In addition to the ground-breaking at Lahey Clinic Southeast Expansion Project in 2004, the other significant construction projects included the Bugaboo Creek Restaurant addition at Middlesex Commons, The Cheesecake Factory addition, Legal Sea Foods renovation and the Arcade/Common Area renovation at the Burlington Mall. Other major office construction renovations included Acme Packet at 71 Third Avenue, University of Phoenix at 1 Van De Graaff Drive and Concentra at 77 South Bedford Street. Most other commercial office construction projects were at a considerable lower scope keeping steady with last years pace.

The Building Department continues its success with the permit tracking system by recording inspections on-site with handheld Pocket PC devices, offering quick and easy access to the tracking and reporting of all inspections.

Our project to microfilm the large volume of building plans is progressing. In 2004 we sent approximately 2,200 sets of plans to be microfiche, a 70% increase over last year.

There is one new official street to report in 2004, Kimball Court (8 & 9 Kimball Court). This address will accommodate the expansion of Kimball Court Apartments in 2005. This new construction consists of two (2), 10-story towers (256 units) with a 5-story parking garage (358 spaces) connecting the two towers.

The Building Department personnel received and responded to over 35 emergency calls from Fire Department and other Town agencies this past year. In addition, we responded to approximately 82 complaints/ violations, performed 105 annual inspections and provided approximately 52 zoning determinations. The majority of zoning complaints and violations this year mainly consisted of the parking of more than one (1) unregistered vehicle and/or commercial vehicles in a residential zone and the placement of banners and freestanding signs on commercial property.

This past year the Building Department enlisted the help of one (1) senior from the Senior Work Off Program, assisting the clerk in the maintenance of our files. We would like to thank her for a job well done.

Since September 11, 2001 our office has been working diligently with state agencies and public safety departments going through a continuation of certification classes, meetings and training exercises. These agencies include the Local Emergency Planning Committee (LEPC), Massachusetts Emergency Management Agency (MEMA), and Federal Emergency Management Agency (FEMA).

The department has available informational brochures, Building/Development Process Handbook, explaining the permitting process, The Building Department's Most Frequently Asked Questions, and the 2nd Water Meter Guidelines, a brochure explaining the procedure for installing these meters.

The Building Department's future goals for the coming year are (1) to stay ahead of the demand that will be imposed by construction activity underway and what is being planned, (2) continue to microfiche our plans to reduce our large area of archived storage, (3) use pocket PCs in the field to record inspections, complaints, violations, and (4) integrate existing files into the records tracking software. We realize this is an ambitious list but we feel it is attainable. To date, we have been able to cope with the demand imposed upon us, directly attributable to the maintenance of the Department's current staffing levels. I would like to take this opportunity to thank my staff, Andy Ungerson, Senior Building Inspector; Bruce Clark, Local Building Inspector; Glenn Paparo, Plumbing and Gas Inspector; Bill Fairweather & Jack O'Keeffe, Wiring Inspectors; and to Judy Sorensen, Principal Clerk for all their dedication and hard work this past year.

The total number of permits issued and estimated values are as follows:

BUILDING PERMITS

Work Categories	No. Issued	Estimated Construction Cost (In Dollars)	Fees Collected
New Residential Dwellings	122	19,281,248	164,584
Residential Additions	203	10,391,471	298,191
Residential Remodels	279	3,341,025	39,314
Residential Garages	7	192,000	1,590
New Commercial Structures	1	1,000,000	9,500
Commercial Additions	3	56,997,276	599,200
Commercial Alterations	159	27,738,222	301,857
Signs	83	280,064	4,100
Miscellaneous	44	332,521	5,215
Foundation Only	3	55,000	490
Swimming Pools	36	450,987	1,260
Demolitions	62	1,291,100	7,800
Temporary Mobile Homes	0	0	0
Temporary Trailers	38	91,300	1,900
TOTALS	1240	\$121,240,216	\$1,435,002

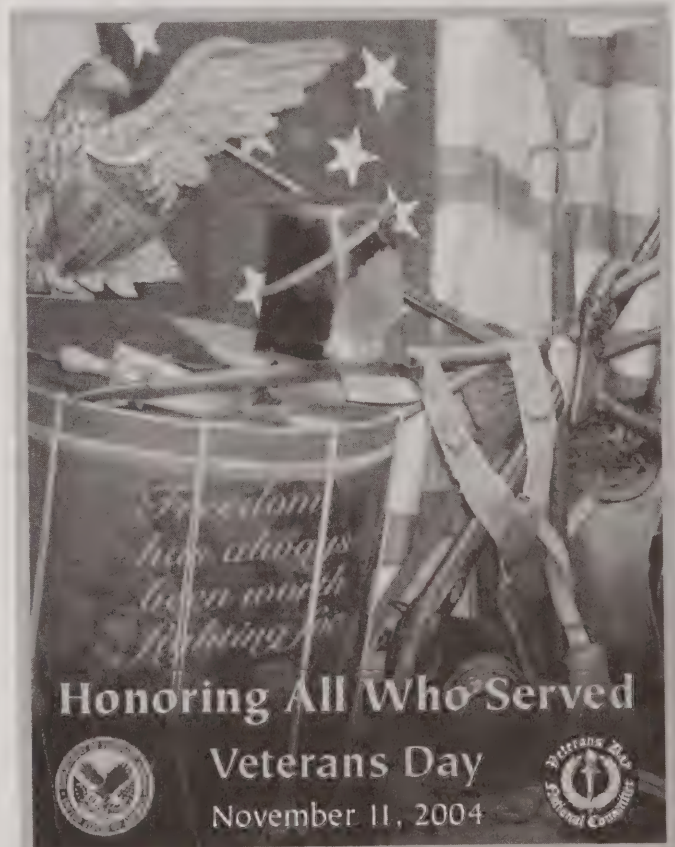
		Fees Collected	No. of Inspections
Building Permits	961	\$ 1,434,402	2,079
Certificates of Inspection	96	7,021	105
Electrical Permits	1005	241,547	1320
Plumbing Permits	511	44,995	970
Gas Permits	380	19,260	574
Miscellaneous Copies, etc.		527	
TOTALS	2857	\$1,747,752	5,048

Respectfully submitted,

John J. Clancy
Inspector of Buildings

THE OFFICE OF VETERANS SERVICES

The Burlington Office of Veterans Services had a more somber year as the War in Iraq and Afghanistan created more veterans and families of veterans for us to counsel and advise. The ongoing combat actions in the Middle East also created a need for a central location for all combat veterans to sit and discuss their feelings about the War and its handling. Also, with the passage of a new law broadening the definition of a veteran here in Massachusetts, we have seen an increase in the number of men and women who served in the United States Military, who until now were not eligible for benefits, coming into our office. This office faces new challenges ahead, including managing the resources available from the federal Veterans Administration, the state's Veterans Services, as well as the resources of the Burlington Office of Veterans Services.



Honoring All Who Served – Poster provided by Department of Veterans Affairs

The office and the veteran community were involved with several activities and events, such as Memorial Day, Veterans Day, and the culmination of the Legacy Project with students from Burlington High School.

Most people in town know this office through the public events, but the focus and primary concerns of the Burlington Office of Veterans Services is day to day working in private with veterans to ensure they and their families receive the proper counseling and benefits due them. We also interact with a wide variety of residents on a myriad of issues and topics not related to veterans issues. And at all times this office maintains the highest level of client confidentiality.

The Veterans Office received a large response from hundreds of men and women who, by definition, are now eligible for benefits since the governor announced on Memorial Day that he had signed legislation qualifying them for state benefits. They were originally denied because they served during a time when there was no war or armed conflict. Due to that new law; this office has counseled more veterans and their surviving spouses on state as well as federal benefits. Several more are now benefiting from state and federal benefits this year. This office continues to expand our goals to better serve the needs of our veterans and their families.

Approximately 270 Burlington veterans and families receive more than \$1.5 million dollars in federal VA Benefits each year. More veterans and surviving spouses are also now eligible for additional state veterans services benefits. Hundreds more also seek advice on health care and prescription assistance from the VA, as well as education, home loans, college and a myriad of other benefits from the state and federal governments.

In an effort that was brought forth by Selectman Kevin McKelvey last year, this office saw the completion of the first two parts of The Passing on the Legacy project with Burlington High School.



Passing on the Legacy Program with Burlington High School Students Interviewing Veterans at BCAT Studios – Photo: Burlington Cable Access Television

Burlington High School Principal Linda Hayes and Superintendent Jim Picone became enthusiastic supporters of the project. Veterans were contacted and students directed in the interviewing of veterans for future archives. The first part of the multi-part project has begun with the interviews. The second part was the airing of the edited interviews on BCAT.



Members of the Disabled American Veterans at the 2004 Memorial Day Ceremony – Photo: Betty McDonough

After the placement of the 23 wreaths around town at memorial sites by the Allied Veterans, the Memorial Day Ceremony at Chestnut Hill cemetery was held with all the proper dignity our deceased veterans deserve. Navy Captain Rand LeBouvier was the guest speaker, and Reverend Roderick McDonald of the Presbyterian Church was our Chaplain. The high school band played the National Anthem and the Military Medley.

The speaker for Veterans Day was Marine LTC Dave Wilkinson and Father Leonard O'Malley of St. Malachy's Church was our Chaplain. Also in attendance were members of the American Legion Rifle Squad, members of the American legion, led by Commander Richard Hogan, the DAV led by Commander Andy Giordano, VFW Commander Jack Rodwell and members of the VFW, and the Marine Corps League and Marine Corps League Honor Guard led by Carl Patterson. The Burlington High School Marching Band, cub scouts, boy and girl scouts, and members of the local veterans' service organizations. Members of the Burlington police and fire departments also joined us.



Members of the new Burlington Fire Department Bagpiper Unit at the 2004 Veterans' Day Ceremony Photo: KarwanPhotos.com

We were also honored as members of the new Burlington Fire Department Bag Pipers played their first public performance with us. Kevin Browne, Tim Browne and Mike Fontennay have been practicing, and we expect to see and hear more from them.

And Burlington High School Principal Linda Hayes held her fourth annual Veterans Day ceremony. This office was honored to be invited, and we assisted with identifying local veterans to be invited. The Guest Speaker was Burlington resident, and Korean War Veteran Thomas O'Mahoney.

Once again, special thanks go out to the staff at the Marriott Hotel and general manager Jim Kappel for deliver-

ing and serving a continental breakfast to our veterans each and every Memorial Day and Veterans Day. The hotel supplies the food and beverage, and the staff volunteer their time.

As the year came to a close, the American Legion, Post #273, held a dignified Flag Burning Ceremony. Commander Richard Hogan opened the ceremony by confirming that the colors to be burned met all the standards for properly retiring "Old Glory." There were approximately 26 leaf bags filled with worn and tattered flags ready for disposal. The American Legion flag drop box, which sits in front of the post on Winn St., has been a huge success. People now know where to deposit a worn flag for proper disposal.



Burlington American Legion Flag Burning Ceremony – Photo: Dick Hogan, Commander, American Legion

After a third successful year online, the veterans info.net website has been very successful, with more than 6,900 hits from which telephone, e-mail, and hard mail inquiries were developed. The website is maintained and updated on a regular basis by Betty McDonough, and with links to many other interesting sites, a vast array of information is available.

The Burlington Office of Veterans Services is really a one-stop Human Service Office and has as its top priorities: the providing of services designed to improve the quality of life for every veteran in town, their families and surviving dependents, for people with disabilities and their families, families in need of fuel assistance, and those wishing to be employed under Labor Services with the town.

This does not include people and entire families who continue to arrive at our door looking for advice and assistance with issues not listed in our title. The Office of Veterans Services handles innumerable human service issues for many citizens of town. Elderly and young alike are always asking about job assistance or seeking information and assistance about Social Security, Medicare and Medicaid. Families seek us out and ask for advice about health insurance and health care as well as educational assistance for college-bound children. We also answer questions about long-term care. With additional low-income families living in subsidized housing in Burlington, many people arrive at this office to ask questions and seek assistance.

1. VETERANS SERVICES

Massachusetts General Laws Chapter 115 grants eligible Burlington veterans, their families and their surviving dependents benefits to provide for daily living. These benefits also cover medical insurance and medical care payments for residents who are uninsured or underinsured. These benefits are intended to be temporary in nature and not a full time, permanent support system. The Massachusetts definition of a veteran was expanded this year to more closely coincide with the federal definition to include everyone who served in uniform for at least 180 days.

The Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veteran's benefits, burial for indigent veterans, and for the U.S. flags placed on the graves of deceased veterans buried in our two cemeteries.

2. VETERANS AFFAIRS

US Code, Title 38 directs federal benefits to eligible veterans and their families. These include pensions, disability compensation, final burial expenses, education, hospitalization, mortgage loan guarantee, outpatient care and domiciliary care. Evaluation, assistance and counseling are offered at the local level to facilitate access to these programs.

State or federal veterans' benefits are not automatic in any sense of the word. These benefits must be applied for in accordance with strict state and federal laws, rules and regulations. Many hours are spent counseling veterans, their families, and surviving dependents regarding the filing of claims to the Department of Veterans Services in Boston for state claims, and the Department of Veterans Affairs in Washington for federal benefits.

Daily consultations with local veterans regarding retirement and pension issues, medical and insurance assistance, employment possibilities, rehabilitation through various programs including the State and Federal Outreach Centers, individual problems, affect of new legislative proposals, and updating of existing programs, plus discussions with families and dependents continue to claim a large proportion of our time. With the veterans population aging and dying in ever larger numbers, the number of veterans and families seeking veterans benefits, counseling and advice continues to increase. With an increase of Veterans losing their retirement benefits, many local veterans have been arriving at our door seeking assistance in applying for health care benefits with the VA; this office has seen an increase in the services requested by veterans and their surviving family members for assistance.

The Burlington Director of Veterans Services is a Past President of the Northeast Veterans Services Officers Association. He is also a member of the Massachusetts Veterans Service Officers Association. The Veterans Agent is the Adjutant of the Burlington Allied Veterans Council, comprised of representatives of the American Legion Post #273, the Veterans of Foreign Wars Post # 7423, The Disabled American Veterans Post #113, and the Marine Corps League.

Every effort is put forth by the Office of Veterans Services to ensure proper observances of Memorial Day and Veterans Day. The Council conducts Poppy (Forget Me Nots) Sales through its member organizations at the high school polling place each election. The Allied Veterans continue to spend several afternoons throughout the year visiting the Edith Nourse Rogers Veterans Hospital in Bedford to sit and talk and conduct Bingo games and holiday parties for our brother and sister veterans confined to the hospital.

The Director of Veterans Services is also a member of the Burlington American Legion, the Burlington VFW and the Vietnam Veterans of America.

3. DECEASED VETERANS

Assistance is offered to families of deceased veterans in reviewing available benefits, filing for government life insurance, obtaining burial allowances, markers, and burial lots in our local cemeteries. The Burlington Office of Veterans Services thanks the Allied Veterans, Burlington Boy Scout Troops 511, and 103, and the Girl Scouts for assisting in the placement of U.S. Flags on the graves of

veterans buried at the Pine Haven and Chestnut Hill Cemeteries.

4. GRAVES OFFICER

Section 9 of Chapter 115 MGL requires flags of the United States to be placed on graves of deceased veterans each Memorial Day. The Town of Burlington Honors it's veterans buried here by flying the Stars and Stripes all year long on the grave of each veteran. The town's cemetery personnel have always afforded cooperation and support in this responsibility. Individual flag holders are provided for by the town. The Graves Officer ensures that every eligible veteran has a flag on his or her grave. The Graves Officer is also responsible for ensuring that only veterans discharged under Honorable Conditions are given consideration for the purchase of a grave in the Veterans Section of either the Chestnut Hill or Pine Haven Cemeteries. In addition, the US Government provides a bronze marker for honorably discharged veterans; the marker is applied for by the Graves Officer through the Burlington Office of Veterans' Services.

5. DISABILITY ACCESS COMMISSION (DAC)

This office provides coordination between the Commission and the town, local businesses and residents of Burlington. Serving as the representative of the Board of Selectmen to the Commission, this office coordinates, schedules and maintains records of all DAC business. We also serve as the office receiving complaints about handicapped issues. The DAC continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various buildings.

6. FUEL ASSISTANCE

Due to serious economic situations, this fuel assistance season has once again been one of the busiest in recent years. With the economy not doing well, more residents become eligible for this benefit. Eligible residents apply for this joint state and federal benefit through this office. This office is responsible for all eligible residents under 60 years of age and appointments were scheduled for every day through January and February and again later in the year in November and December. Verification is sometimes time consuming and several visits with increased amounts of paperwork are required in order for the applicant to receive the proper amount of assistance, but obtaining all the information needed for determination of the candidate is

absolutely necessary. Also, families on fuel assistance often need additional guidance and assistance and utilize this office as the resource for information, such as WIC, AFDC, Social Security Disability. They are often in dire need of direction in order to improve their quality of life.

7. LABOR SERVICE

This office also is responsible for maintaining the Labor Service List for the town. Labor Service is the part of Civil Service that does not require an exam to be placed on the list. The departments in town that utilize the Labor Service List are: DPW, Recreation and the school cafeterias. There are approximately 180 individuals who are presently listed on the Labor Service Roster.

Respectfully submitted,

Robert C. Hogan, Director

Betty McDonough, Principal Clerk

BURLINGTON COMMUNITY LIFE CENTER

Mission and Overview

The Burlington Community Life Center is a Department for the Town with the responsibility of providing mental health and social services to families with children, adolescents and young adults (specifically ages 9-22). BCLC also provides information and referral services for ALL Burlington residents of any age. In addition, BCLC staff provide screening for People Helping People, primarily for residents making requests of the Covenant for Basic Needs (established in 1981 by the Clergy Association).

The BCLC has been in operation since 1974 when it became a Town department. Prior to this, the office had opened under the name House of Common in 1972. In 1978, BCLC was given the specific mandate to provide counseling services to teenagers and their families. In recent years, there was increasing demand for BCLC to provide services to younger children, so the age range was expanded to include families with children nine years old and above.

The BCLC continues to work with adults and young people on such diverse problems as family conflict, adolescent

issues, parenting skills, marriage and relationship problems, drug and alcohol use, depression and suicide, neglect, domestic violence and the like. The BCLC offers individual, family, and group therapy services, and our philosophy is oriented toward involving entire families in treatment whenever possible. Since it is within the family that these problems are most acutely felt, and these same families often possess the best and most available resources to resolve problems, we believe that family therapy is often the most useful and effective means of treatment.

Evening appointments may be arranged for working families by calling in during regular office hours (9:00am-5:00pm). (During later evening hours and on weekends, the agency voicemail will collect messages for BCLC staff and refer callers to a 24-hour back-up emergency mental health service if there is an immediate crisis that cannot wait until the staff is available.)

Interdepartmental/Agency Collaboration

BCLC staff work collaboratively with town departments and other mental health and social service agencies. At the request of the school's Health department, we have again provided workshops for sophomore health classes on depression.

Charlie Franich, BCLC therapist, was re-elected in June 2004 to serve as the chair of the town's Drug & Alcohol Task Force. This year the Task Force will be inviting the community to participate in Burlington's first-ever Alcohol-Free Weekend as the kick-off to Drug and Alcohol Awareness Week in May. Additional work in the schools has included Peggi Stallings Durand, Charles Franich and Dinah Lane working very hard with Amy Mahoney in the guidance department to implement a Peer Education Program with select juniors and seniors at the high school. In the spring, these high school students speak with between 200-250 seventh graders about the dangers of substance abuse. The assumption is that seventh graders will be receptive in a different way to these issues when hearing about them from other youth.

BCLC staff also met regularly with members of the Burlington Clergy Association and were involved in local and regional meetings of agencies and programs concerned with mental health or social services (Lahey Initiative Committee on Domestic Violence, Lahey Community Benefits Committee, Local Officials of Human Services Council, and other adolescent service organizations).

Social Services

The Intensive Homework Stress Reduction Project was started in the Fall 2003 and continued into Spring 2004 thanks to a grant awarded by Lahey Clinic and the Community Health Network, Area 15. Peggi Stallings Durand devised the framework where middle school children who need supplementary help are referred by guidance staff. The program provides students with additional structure, supervision and support in order to effectively manage homework assignments on a consistent basis and increases their chances of being successful. Several students achieved enormous success quite rapidly early on in the program.

The BCLC also offers ALL Burlington residents a range of social services including the administration of resources offered through People Helping People, Inc. PHP is an umbrella organization made up of community volunteers who help oversee and coordinate the efforts of three established groups: Community Pantry, Covenant for Basic Needs and Burlington Holiday Program (formerly Burlington Santa). Wes Simons continued to serve on the Board of Directors of PHP. Many residents are aware that the Holiday Program helps families during Thanksgiving and Christmas. However, some other extensions of this program help needy families throughout the year with summer camperships, back-to-school clothes and the like.

The PHP Board manages the Covenant for Basic Needs. They work with the Burlington Clergy Association to provide limited help for those residents experiencing financial emergencies. The BCLC staff screen those applying for this assistance. In FY2004, we handled over 100 requests that involved 113 residents. This number does not include the many requests we receive from residents applying for the Holiday Program and the scores of residents already served by the Pantry.

We extend our heartfelt gratitude to Roberta Damelin for her tireless efforts and hundreds of volunteer hours managing the Food Pantry. We also thank Karen Gallagher and Barbara Naddaff for coordinating the Pantry until 2003 and the Holiday Program over the past several years. Their timeless dedication and valuable contributions to PHP are deeply appreciated. Several other people have also put a lot of time and energy into making this program work. We thank members of the PHP Board and all those residents, groups and companies who contributed time, talent and money to help PHP through another year.

BCLC also maintains an information and referral service to assist ANY resident in locating the particular social service that a resident may require. Staff have assisted young people and their parents in situations requiring hospitalizations, finding appropriate emergency or residential care, and the like. Due to dwindling resources and program cuts, this search has been more difficult and sometimes resources have been unavailable.

Statistical Notes

An average of over 200 residents each month receive counseling services. Over 100 people made requests for assistance from People Helping People throughout the year, especially during the holidays.

Age Range:

188	Adults (26 & Older)
29	Young Adult (19-25)
217	Adolescent & Children

Treatment Modality

274	Family Counseling
95	Individual
13	Team Family Counseling
52	Group Counseling

Referral Sources:

1. Schools 37%
2. Self-Referrals (These are mostly former clients who were happy with the services provided previously and returned due to a new crisis or issue.) 21%
3. Family & Friends 15%
4. Community Sources (Police, clergy, doctors, crisis team, lawyers, other town depts, DMH, DSS) 23%
5. Other 4%

Other Community Services

As in previous years, the BCLC provided administrative and other support to a number of programs in the community of benefit to Burlington residents. Michele Trigilio continues to do an excellent job coordinating the FISH and

Rent-A-Kid programs. FISH (Friends In Service to Humanity) volunteers provided 77 rides to local medical and social service appointments for residents in need of transportation. The Rent-A-Kid referral service received 99 requests from adult residents who wanted to hire young people to do a variety of odd jobs.

Training

The BCLC provides training to graduate student interns as part of their professional education. BCLC has provided field placement training since the late seventies to graduate students from Boston University, Simmons College, Lesley Graduate School, Tufts University, Antioch University, Northeastern University and University of Massachusetts, Boston. We thank the students for their long hours of service and dedication.

Board of Directors

The Board of Directors at the Community Life Center continued their involvement and I deeply appreciate their help and support. Board members include:

Ronald MacKenzie, Chair	Thelma Iozzo
Marilyn Langley, Vice-chair	Ann McNamara
Father John Crispo	Roberta Mills
Candace Gustafson	Betty Murphy
Michael Howard	Sgt. Greg Skehan

SUMMARY

The demand for our services continues to be heavy while other resources in the area continue to diminish. We extend our thanks to the many in the town who have supported our efforts.

Respectfully submitted,

Wesley M. Simons, Executive Director

B-LINE

WHAT'S ALL THE BUZZ ABOUT?

The B-Line has seen some changes this year. In January 2004, after many years of running the B-Line office as Transportation Coordinator, Ellie O'Connell has retired. We wish Ellie well as she looks forward to many years of traveling and enjoying her retirement. We welcome the addition of Patti Robichaud, who has taken over the daily operation of the B-Line office without skipping a beat.

On a sad note, we are sorry to report the death of one of our long time regular B-Line drivers, Ed Wells, who passed away in December 2004. Ed will be missed by his passengers and friends on the B-Line, as well as his fellow workers at Joseph's Transportation Service.

The Burlington Mall, once again, funded the cost of operating the 3 B-Line buses for the four Saturdays between Thanksgiving and Christmas. This is a terrific deal for getting your holiday shopping done and not worrying about traffic or spending valuable shopping time looking for a parking space at the Burlington Mall (and did we mention it is FREE??). We are happy to report that 316 passengers took advantage of this opportunity this holiday season. Let the B-Line drop you at the door of the Mall and then get you and your bundles home for free.

For information or questions about the B-Line, please call the B-Line office, which is now located at the Department of Public Works in the Town Hall Annex, 2nd floor. Visit our website at www.burlington.org and click on B-Line Transportation for exact route maps and schedules.

Respectfully submitted,

Patti Robichaud

Pass applications may be obtained from any of the B-Line bus drivers.

	Adults	Special Needs Seniors & Students
Yearly Pass	\$60.00	\$35.00
6 Month Pass	\$35.00	\$20.00
3 Month Pass	\$20.00	\$11.00

The B-Line stops at Burlington High School on school days at 2:55 pm and 3:25pm. The buses do not operate on weekends or holidays, or during the lunch hour.

The B-Line travels by all parks and fields in Burlington, the cinema, as well as all supermarkets (Shaw's, Roche Bros. & Market Basket), all Malls (Crossroads, Burlington & Middlesex) and the Lahey Clinics both on Mall Road and at Wall Street.

Fares are as follows (exact change is necessary as drivers carry no money):

Under 6	Free
Students & Seniors	\$.25
Adults	\$.50
Transfers	Free

Connect with MBTA & other routes:

Lowell Bus at Chestnut Ave. & Burlington Mall or Lahey

Bedford Bus & Lex-Press Bus at Burlington Mall

MBTA Busses at Cambridge Street & Chestnut Ave.

The B-Line is safe & clean, convenient (just wave us down), inexpensive, and wheel chair accessible.

"You CAN get there from here" – Buzz Around Burlington on a B-Line Bus! You can't beat the price!

Route #1

RED LINE

Route #4

(MALLS)

(WINN STREET)

Leaves Center School on the hour

Leaves Center School on the 1/2 hour

Starts @ 8:00 am
Last Run @ 5:00 pm
No Service at 1:00 pm

Starts @ 7:30 am
Last Run @ 5:30 pm
No Service at 12:30 pm

R CENTER ST past Town Hall
L CAMBRIDGE ST.

R CENTER ST past Town Hall
R CAMBRIDGE ST.

XX On Request: Crossroads @ CVS

R DUNKIN DONUTS
thru Shaw's Supermarket

XX On Request: Lahey/Harvard @ Wall St

L WINN ST
2nd L MILL ST
1st R LOCUST ST to end
L WINN ST
after 128

R WAYSIDE ROAD

4th R MOUNTAIN ROAD

1st L S. BEDFORD ST

1st L WYMAN ST

1st R BLANCHARD RD

1st L WINN ST

1st L MULLER ROAD

1st R WILDMERE AVE

R MIDDLESEX COMMON

2nd L CARLTON AVENUE

R MIDDLESEX TURNPIKE

3rd L NEWBRIDGE

XX On Request: Vinebrook Plaza

2nd R FRANCES RD to end

R BURLINGTON MALL

R WINN ST

XX On Request: Lahey Clinic

after 128
1st R BEACON ST
turn around Dickie & Pearl
stop at BEACON VILLAGE

LEXINGTON ST to end

R WINN ST

across Cambridge St to
BEDFORD ST to end

R PEACH ORCHARD RD
turn around Grandview Ave

R CENTER ST to School

R WINN ST

XX On Request: Marshall Simonds

L CENTER ST

L BIRCHCREST ST.

L TOWER HILL APARTMENTS

** R BIRCHCREST ST

** END OF 2:30 RUN ONLY:
BIRCHCREST TO HIGH
SCHOOL & BACK TO
BIRCHCREST

L CENTER ST to School

Route #3

BLUE LINE

Route #6

(WILMINGTON RD-FOX HILL)(TERRACE HALL-MIDDLESEX)Leaves Center School on the hourLeaves Center School on th

Starts @ 8:00 am
Last Run @ 5:00 pm
No Service @ 12:00 pm

Starts @ 7:30 am
Last Run @ 5:30 pm
No Service @ 12:30 pm

R CENTER ST past Town Hall
 R CAMBRIDGE ST
 R WINN ST
 L **into Shaw's Supermarket**
 L at stop sign by Dunkin Donuts
 R CAMBRIDGE ST
 R WILMINGTON RD (RT 62)
after playground
 2nd L CARTER RD to end
 R DORIS RD
 1st R SANDRA ST to end
 R WILMINGTON RD

 2nd L WESTWOOD ST
 1st R BLACKHORSE LANE
 1st L SUMNER RD to end
 quick right and left to
 VINCENT RD
 1st R DONALD RD to stop sign
 R HART ST
 1st R FOX HILL RD
 2nd L BOULDER DR to end
 L UPLAND RD to end
 R FOX HILL RD to end
 L SKILTON Rd to end

XX L On Request: MILL ST
2nd R FREEPORT DR
1st R TONER DR to end

 R MILL ST to end
 R WINN ST to light
 L CAMBRIDGE ST
 ** L fire house
 R CENTER ST to School

 ** **END OF 3:00 RUN ONLY:**
DOWN CAMBRIDGE ST
INTO HIGH SCHOOL AND
BACK TO CENTER ST TO
SCHOOL

R CENTER ST past Town Hall
 L CAMBRIDGE ST
 1st R BEDFORD ST
 L TERRACE HALL AVE
 R A STREET to end
 R MIDDLESEX TNPk to lights
 L BEDFORD ST to lights
 L NETWORK DRIVE follow
 back to Middlesex Tnpk

XX On Request: Cinema

 L MEADOW RD to end

XX On Request: Vinebrook Mall

 L MALL ROAD
 R BURLINGTON MALL
 R MALL ROAD
 R LAHEY CLINIC
 R MALL ROAD
 1st L S BEDFORD ST to end
 L LEXINGTON ST
 1st R HOPE ST
 1st R JAMES ST to end
 R HEMLOCK RD to end
 L SANDY BROOK RD to end
 R TERRACE HALL AVE to end
 R BEDFORD ST to end
 R CENTER ST to School

**Route #2
(FRANCES WYMAN ROAD)**

Leaves Center School on the hour

Starts @ 8:00 am
Last Run @ 6:00 pm
No Service at 12:00 pm

	R	CENTER ST past Town Hall
	L	CAMBRIDGE STREET
1st	R	BEDFORD ST
	XX	On Request: College Rd
		after Church
	R	FRANCIS WYMAN RD to end
	R	CAMBRIDGE ST
2ND	L	LEROY DRIVE to end
	R	PAULA ST to end turn left then right to
	R	WILMINGTON RD
1st	R	CHESTNUT AVE to end cross Cambridge St to COUNTY RD
2nd	L	WINONA RD
1st	L	RAHWAY RD
1st	R	SKELTON RD
5th	L	MACON RD
1st	R	GIDLEY ST
	L	PRINCETON RD to end
	R	CAREY AVE to end
	R	MEADOWVALE RD to end
	L	BEDFORD ST to end
	R	CENTER ST to School

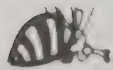
GREEN LINE

**Route #5
(LAHEY CLINIC & MALLS)**

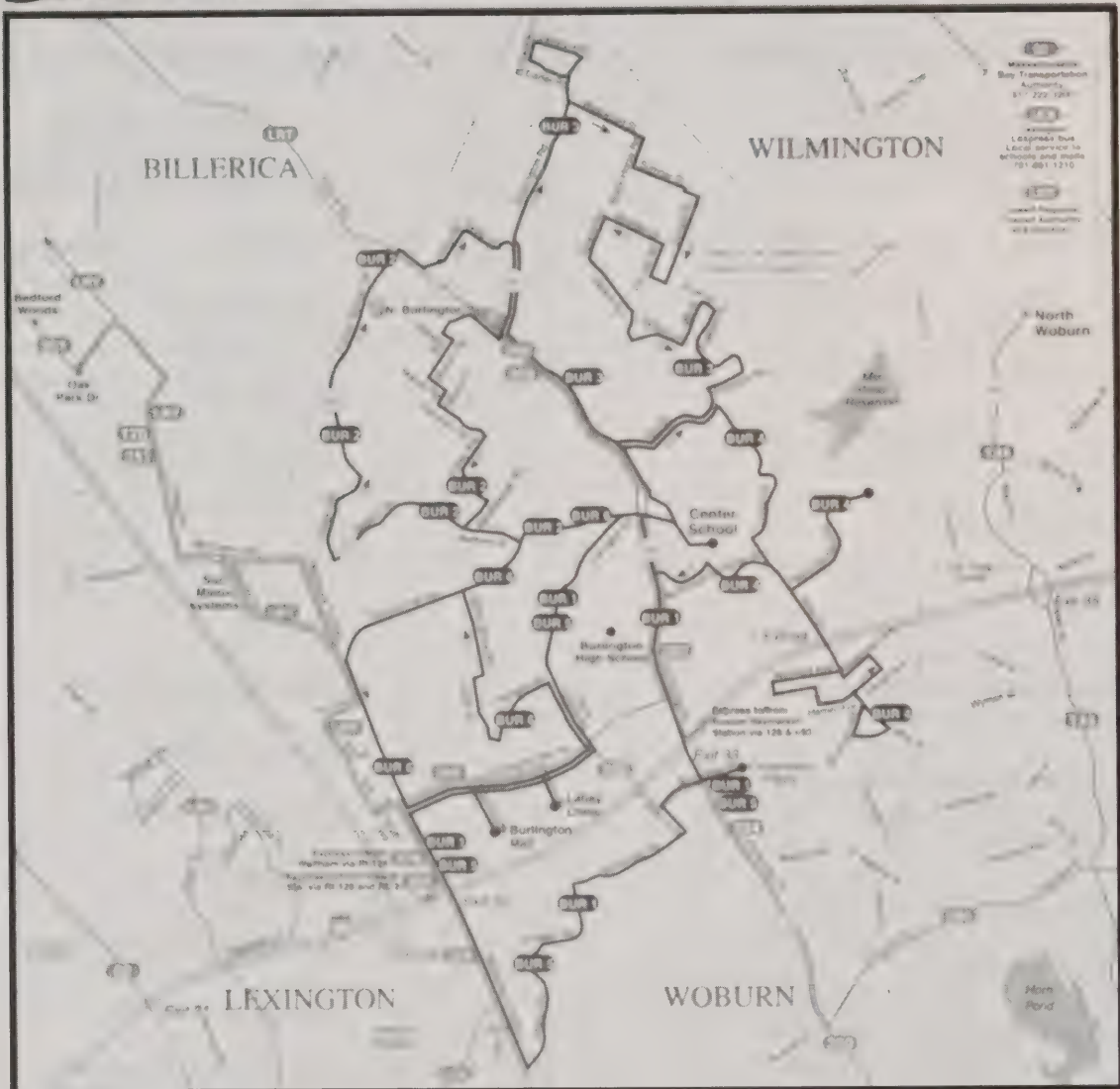
Leaves Center School on the 1/2 hour

Starts @ 8:30 am
Last Run @ 5:30 pm
No Service at 12:30 pm

	R	CENTER ST past Town Hall
	L	CAMBRIDGE ST
1st	R	BEDFORD ST.
1st	L	LEXINGTON ST.
	L	STONEY BROOK RD to end
	R	MALL RD.
2nd	L	LAHEY CLINIC
	L	MALL RD
	L	BURLINGTON MALL
	L	MIDDLESEX TPK.
	L	MIDDLESEX COMMON
	L	MULLER RD to end
	R	BLANCHARD RD to end
	L	S BEDFORD ST
1st	R	WAYSIDE RD to light
	L	CAMBRIDGE ST
	R	BIRCHCREST ST
	XX	On Request: Tower Hill
	L	CENTER ST to School



B LINE ROUTES 1-6



COUNCIL ON AGING

This has been another year with changes for the Council On Aging. We ended last year with Peg Heneghan, our outreach worker for nine years resigning, and began the new year with Marge McDonald, Coordinator acting as both outreach worker and Coordinator until a replacement was found in May. Joanne Fitzpatrick, SW is our new outreach worker and we have been busy assessing what needs to be done and coming up with programs to address those issues we find important to our clients and participants.

Volunteers

The senior center runs as smoothly as it does thanks in very large part to the almost 100 volunteers here at the center. The number of volunteer hours totals well over 13,100 and according to the United Way and Points of Light Foundation the monetary value of all of these volunteered hours is over \$202,526. But in reality the value of our volunteers is priceless, particularly when you consider that almost a thousand seniors walk through the doors of the center each year to participate in activities or to just be with other people.

Monthly Meetings

The Council on Aging Board meetings are held on the second Wednesday of the month at the Senior Center at 10:00am in Room 136. The meetings are open to all with citizen participation encouraged.

Monthly Newsletter

The Senior Spotlight, a monthly informational newsletter is mailed to all persons 60 and over in the Town of Burlington. There is no charge for this subscription. The monthly newsletter serves as a very valuable link between the Council and the elderly community. The Spotlight updates news pertaining to medical and legal issues. A monthly listing of schedules and events along with a daily lunch menu is included in the newsletter. An average of 3,300 newsletters are mailed out each month.

COA Van

The Council on Aging Van provides free door-to-door transportation to seniors within the boundaries of the town for senior center programs, the Lunch program, shopping

and medical appointments. A total of 3,549 rides were provided to an estimated 125 individuals.

Meals and Minuteman Senior Services

A lunchtime "Eating Together Program" operated by Minuteman Senior Services is available Monday through Friday at the Senior Center providing a nutritious meal and an opportunity to socialize with old and new friends. A total of 4,889 meals were served at the senior center this year. Also operated by Minuteman Senior Services, the Nutrition Program provided a total of 13,581 Home Delivered Meals to those Burlington Residents who are homebound and in need, unable to prepare their own meals for whatever reason. In addition, Minuteman provides a wide range of services to Burlington Residents designed to maintain individuals in their own home and communities. Services include Case Management, In-home Services, Money Management, Nursing Home Pre-screening and Companionship. A total of 1,468 Burlington residents were served by one of Minuteman's many services.

- Counselors from the Serving Health Information Needs of Elders (SHINE) program saw 174 clients during the year at the Burlington Senior Center. SHINE is available twice a month by appointment to assist and inform elders of their rights and availability of health benefits. Nursing Home Assistance is part of this service. The SHINE Counselor is a qualified, trained volunteer sponsored by the State Department of Elder Affairs through Minuteman Senior Services. The Outreach worker took the SHINE training during the fall and is now also available for homebound clients.
- The outreach worker is available by appointment, which may be made by calling the COA office. Home visits are available by request. General information was provided to 125 individuals for a total of 764 "units of service". Case management and advocacy was provided to 943 individuals with a total of 492 "new contacts" for the outreach worker. The extraordinarily high number of new contacts is due to the outreach worker being new herself. New programs through outreach include an Alzheimer's Caregiver Support group on the second Monday of the month and a bereavement group on the fourth Monday of the month, both are at 1:00pm. Office staff became trained to lead the Chronic Disease Self-Management course, a six-week workshop intended

to help anyone with a chronic condition take control. This workshop will begin in January of 2005.

- Legal assistance is available monthly by appointment only. This is a free service with a knowledgeable lawyer who specializes in Elder Law. She saw 38 individuals a total of 38 times.
- Fuel assistance is available at the Council on Aging Office from October through March in collaboration with the Emergency Fuel and Weatherization Program located in Lowell, Massachusetts. When the program opened for the 2004-05 season 95 senior households up from 88 last year, were taking advantage of the fuel assistance program. We assisted twenty-four additional individuals in filling out fuel assistance applications.
- Tax Assistance is available FREE from February to March. Volunteers are trained and available through the AARP Tax Assistance Program. Appointments are necessary; call the COA office to set up an appointment. The tax volunteers assisted 66 individuals.
- Senior homeowners who are eligible may apply for the Senior Property Tax Program at the COA office. The program allows qualified participants to work 100 hours and then apply their earnings toward their property tax. Fiscal year 2004 saw 25 residents participating in the program. The Senior Property Tax Program is very popular and has a waiting list each year. Changes in the federal law meant making some changes to the program, which now begins in January and ends in October in order to reflect exemptions in the January tax bill. A W2 is also now required with the application.
- Informational Presentations are offered at the senior center on a wide array of subjects such as Medicare, Long Term Care, HMO, legal issues, financial planning, Housing and Health and Wellness. The 3rd Annual Safety and Wellness Fair was held this fall with information from all of the above and included many town departments with important information about being safe and well for seniors and their caregivers. Thanks to a generous donation from Shaws we were also able to provide a lunch free of charge to all attendees. Twenty-eight vendors and 98 seniors participated in this year's fair.

Holiday parties, volunteer recognitions, summer cook-outs and various fund-raisers continue to be held at the senior center, giving older residents a place to go and be engaged so they don't become isolated.

Programs available at the Senior Center

- In the Artist Workshop you pick the media of your choice. Volunteer instructors lead the class of 8 to 10 participants each week.
- Quilting with an average of 10 participants each class is taught once a week during the fall, winter and spring. The "Crafty Chicks" continue to meet once a week for conversation and "needlework".
- Beano is offered every week on Thursdays and twice a month on Sundays. Generally between 75 and 100 people attend each gathering with an occasional 125 attendees.
- Exercise is offered in the form of Square Dancing, TaiChi and Exercise Classes. The Exercise Classes are taught three times a week with the assistance of Lahey Clinic. There is a low-impact class downstairs in the Murray Kelly Wing and a more intense class upstairs in the gym. An average of 50 people attend each class, an average total of 100 people each day the classes are held.
- Movies, both current and classic are offered twice a month, weekly during the hot summer months; refreshments are served during the movie. During the summer months an average of 20 to 30 people take advantage of the movies to come in out of the heat of the day.
- Day and overnight trips are available to seniors. Sign up is on the Trip Boards at the Senior Center.
- Thanks to an arrangement with the Recreation Department the COA now has a computer lab. Computer Classes are available by list; Registration may be accomplished through contact by phone or in person.
- Card games of all kinds from bridge to more raucous games are played throughout the week.
- One of the highlights of this year's activities was a party held for Burlington residents over the age 90. This was sponsored by Representative Charles Murphy and included entertainment by the New

Bostonians and birthday cake. Everyone had a great time and it was so much fun to see so many older seniors able to get out and come to be honored.

- The Council would like to take this opportunity to once again thank Shaws and Trader Joe's for their generous donations of baked goods and other edibles throughout the year as well as Lahey Clinic for the exercise instructor on Monday and Wednesdays.

COA Staff

Margery McDonald, Coordinator
 Debra Bailey, Senior Clerk
 Barbara Arens, Receptionist
 Francis Rais, Van Driver
 Patricia Smith, Van Driver
 Sue Trousil, Meal Site Manager
 John Mooney, Weekend Van Driver
 Pat Grifone, Weekend Van Driver

COA Board Members

Muriel O'Brien, Chairperson
 Eleanor Bonfanti, Vice Chair
 Ruthann Covino, Treasurer
 Jeannette Cain, Secretary (alternate)
 Jack Gulde
 Mary Lindley
 Gordon Thomson
 Robert Wong
 David LeBlanc (alternate)
 Mary Patterson (alternate)

Respectfully submitted,

Margery R. McDonald, Coordinator

TREASURER/COLLECTOR

The Town of Burlington increased its property values by \$74,879,668 to a new high of \$4,020,865,045 for all property classes as of 01/01/04. Total taxes levied for FY 2005 was \$58,738,040 which represented a \$2,570,071 increase over Fiscal Year 2004.

The residential tax rate remained the same at 8.10% per thousand. While the commercial industrial tax rate was increased to \$28.10 from \$24.90 per thousand. However,

there was a shift in the total amount of taxes levied to the residential sector of our tax base from 36.1% in FY 2004 to 37.3% in FY 2005.

The Town has two rates it uses to allocate the taxes it assesses and collects. Below is the breakdown of taxes levied for FY 2005 for the Town of Burlington.

CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES	LEVY BY CLASS
Residential	37.3136%	2,705,838,231	8.10	21,917,289.67
Open Space	00.0000%	0		
Commercial	45.2194%	948,607,334	28.00	26,561,005.35
Industrial	11.2818%	236,666,200	28.00	6,626,653.60
SUBTOTAL	93.8148%	3,891,111,765		55,104,948.62
Personal	6.1852%	129,753,280	28.00	3,633,091.84
TOTAL	100.0000%	4,020,865,045		58,738,040.46

Health Insurance claims continued to remain at reasonable levels during 2004. This allowed the Town of Burlington to recommend a 5.37% increase in premium rates for active employees enrolled in Blue Cross Blue Shield HMO Blue and a 4% increase for Harvard Pilgrim. Retired employees over 65 averaged a 10% increase in plans for 2005. The Town's overall Budget for health insurance is expected to increase no more than 8% for Fiscal year 2006. This is the lowest increase in our budget for health insurance in over 5 years. The Town of Burlington and the unions representing all employees voted a one year extension to its existing coalition agreement on health insurance benefits. It was voted to keep the same carriers and reimbursement percentages that currently exist for the payment of health insurance costs in 2005.

The Town of Burlington's Community Scholarship Foundation continued its successful fund raising by increasing its total assets by \$55,930. The Endowment fund balance was \$1,242,724 as of 12/31/04. The Scholarship Foundation hosted its tenth Annual Telethon which raised \$65,900.

The Town of Burlington continues to be a leader in granting Scholarships to graduating seniors and adult individuals continuing their education. Burlington awarded \$337,000 in total Scholarships in June 2004. Its Adopt-A-Class sponsor, Citizens Bank, awarded 30 scholarships totaling \$31,200 in 2004.

President Steve Preston of the Scholarship Foundation has continued the successful leadership for the Town of Burlington. We are grateful to Steve and the Scholarship Committee volunteers. They have distinguished the Town as a leader in this commitment.

Town meeting continued to vote approval of projects to maintain the Town's infrastructure. May Town Meeting voted approval of a \$4,867,200 Bond issue to make necessary repairs to the Marshall Simond's Middle School which is over forty years old. This project will replace the existing heating and ventilization system to improve air quality for our children.

The Town issued \$5,167,000 in Bond Anticipation Notes in August 5, 2004 at an interest rate of 1.166% to finance the \$4,867,200 school project and the remaining street light debt. The Town continued to maintain its excellent credit rating of AA+which helped keep our interest costs at a minimum.

The Town also issued General Obligation Bonds of

\$3,165,000 to finance the first phase of our long term bonding needs. The Town received a favorable 3.115% interest rate and these Bonds were dated 05/01/04. The Town Meeting will be reviewing phase two of its long term planning renovations to our infrastructure in May of 2005.

The Town of Burlington will continue to be conservative in its financial management. Selectmen and the Ways and Means Committee are recommending 2% increase in budgets for fiscal year 2006. The Selectmen voted a 6% tax levy increase for FY 2005. This was needed to cover the loss of state aid and to help finance the increase in fixed expenses. The Town has had a reduction in state aid of \$1,500,000 the last two years. The Town is hopeful that the economy will continue to recover in 2005 to provide increase receipts to help balance the budget and provide necessary tax revenue for future improvements to the Town's infrastructure.

The following is a listing of gross and net payrolls. The withholding for benefits and other payroll deductions of Town employees for the years 2000 through 2004.

	2000	2001	2002	2003	2004
GROSS PAYROLL	44,766,058.70	49,584,443.74	48,609,985.84	49,490,339.72	44,325,409.87
Withholdings					
Federal Tax	5,657,195.50	6,104,709.27	5,435,539.77	5,537,236.71	4,820,174.95
State Tax	2,166,966.28	2,298,870.27	2,131,583.48	2,209,469.82	1,974,114.74
Retirement	2,991,565.77	3,921,217.31	4,097,607.16	4,171,770.58	3,692,483.43
Chap 32-B Health Insurance	1,069,889.86	1,267,114.06	1,463,020.93	1,436,281.13	1,444,522.10
Disability Insurance	31,045.64	30,049.52	46,531.63	39,389.19	33,038.16
Delta Dental Insurance	188,810.23	206,162.87	224,173.05	203,887.58	175,751.92
Credit Union	3,489,654.36	3,558,473.60	3,471,040.95	3,311,869.05	3,035,022.06
Tax Shelter Annuities	669,644.49	706,656.71	773,235.54	825,481.02	862,304.19
Deferred Comp Plans	1,153,135.47	1,213,516.90	1,323,437.80	1,237,024.55	1,138,086.33
Teachers' Association	142,768.44	156,122.70	145,334.68	181,485.76	169,618.05
Union Dues	111,172.21	112,734.39	122,918.91	121,867.60	130,831.36
Suspense	157,716.76	183,140.52	175,915.88	171,905.95	154,027.94
United Way	2,326.00	2,935.00	3,779.00	3,447.00	2,043.00
Life Insurance	104,143.70	105,161.39	108,483.39	96,035.32	85,408.98
FICA-Medex	326,945.76	386,670.32	398,996.57	426,999.24	387,169.39
Social Security	5,808.99	57.77	12.65	0.00	644.10
U.S.Savings Bonds	12,834.54	13,126.64	10,163.93	10,310.81	2,342.38
TOTAL WITHHOLDINGS	18,281,624.00	20,266,719.24	19,931,775.32	19,984,461.31	18,107,583.08
NET PAYROLL	26,484,434.70	29,317,724.50	28,678,210.52	29,505,878.41	26,217,826.79

STAFF: Theresa Clement, Pat Dotson, Sheila Flaherty, Debra Gochis, Jayne Hyde, Debra Keene, Paula McMahon, Loreen Perron, Lisa Runyan, Mary T. Smith, Phyllis Van Wart

Respectfully submitted,

Brian P. Curtin
Treasurer/Collector

ASSESSORS DEPARTMENT

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2004.

During the year the Assessors held regular meetings on the second Thursday of the month, and when needed, had meetings with taxpayers and interested citizens.

The Appraiser/Assistant Assessor, Russell Washburn, also attends monthly department head meetings chaired by Robert Mercier, Town Administrator.

The primary function of the Assessors Office is to value all real and personal property within its community. Members of the Board, as well as office staff, attended schools, classes, conferences, seminars and clerk's meetings sponsored by the Department of Revenue, Massachusetts Association of Assessing Officers and the Middlesex County Assessors Association, in an effort to maintain their proficiency in the administration of the office, and the appraisal and maintenance of real and personal property for assessment purposes.

Massachusetts law mandates a value be placed on all real property and taxable personal property. A great deal of information about property and marked characteristics is collected, recorded and analyzed. As an example, Income and Expense Statements are mailed to Commercial and Industrial property/building owners every year, and sales information forms are mailed to every new owner of real property each month. Forms of List are mailed to every business owner requesting information on all taxable personal property at that location. Every building permit received in the office is reviewed and any that affects value requires a site visit.

Russell Washburn, Appraiser/Assistant Assessor, reviews and visits all the Commercial/Industrial sites. The State Department of Revenue mandates that the Assessing Department visit each house every nine years to verify property data. Although the last Data Verification Program was conducted in 1999, we have already entered into the new cycle. Patriot Properties, which was contracted last year, has continued the new inspection cycle. Valuation inspections are conducted by map area (approximately 100-200 per map). A letter from the Assessors Office is mailed to each residential owner notifying the taxpayer when to expect a data collector. If access is not gained, a subsequent letter requesting an appointment is mailed. At this point in time, visits have been conducted to approximately 40% of the residential households. Fiscal 2006 will also be a re-certification year. This means all property values (both real estate and personal) must be certified by the Department of Revenue. This is done every three years.

Once the Board of Selectmen sets the tax rate the tax bills are mailed out. This generates a lot of activity within the office, including but not limited to, processing exemptions and abatement applications. Abatement applications are subject to field review. The information gathered, along with the Assistant Assessors' recommendation, is provided to the Board of Assessors for a determination on the application. Notices are sent out to the applicants of the Board's decision. This year we processed over 350 exemption applications. Any abatement or exemption applicant can file an appeal within three months of the date of denial, if denied by the Board of Assessors.

During the first two weeks of January, 1,022 Forms of List were mailed and due back in the office by March 1, 2004. Also, approximately 542 income and expense requests were mailed out to owner or lessee of property located in the town. The Income and Expense forms are due in the office sixty days after they are mailed and the Forms of List are to be in the Assessors office by March 1st.

Also at the beginning of the year, a large motor vehicle excise commitment was received from the Registry of Motor Vehicles with ten additional medium to small commitments received periodically during the year. Since many in the community receive an excise tax bill, the bills generate a flurry of varied questions that are addressed by the staff. Out of approximately 25,000+ excise bills received, over 1,183 required some sort of adjustment. As an example, if a car is sold, stolen, taken off the road or the taxpayer

er has moved to another community or state, the taxpayer will call or visit the office to clarify this matter.

The Registry of Deeds went on line in July of 2004. The general public now has access to look up deeds that have been recorded or registered in the Middlesex Registry of Deeds, Southern District. Their web site address is www.cambridgedeeds.com. The Registry also provides a compact disk to the Assessors Office every six weeks. 868 building permits and approximately 101 certified abutters list were processed in the office last year. In January 2005 the new Geographic Information System (GIS) will go into place and the Assessors Office will now generate the abutters lists. A certified list as well as labels will be available to the public for a small fee.

The assessed value tax roll for the Town of Burlington contains 8,955 accounts, 8,022 real property accounts and 933 personal property accounts, with an annual total assessed value of \$4,481,930,137 for Fiscal Year 2005. The average assessment for a single-family home in Burlington is \$368,475 for Fiscal 2005.

The two installed touch computer terminals for the public that provide easy access to assessment records have been a continued success. The computer software allows searches by ownership, street, and map, parcel and lot of all taxable and exempt properties in the Town of Burlington. Burlington went on line with their new web site, www.burlington.org, where residents can look up different properties as well as their own for detailed information.

In March of 2004, Melinda Sullivan filled the vacant position of Senior Clerk, helping alleviate much of the workload. The Board of Assessors would like to thank the Administrative staff, Russell Washburn, Marcia Nonni, Maureen Nicoloro and Melinda Sullivan for their dedication with expanding administrative responsibilities.

Respectively submitted,

Michael Crocker, Chairman
Lisa M. Annunziata, Vice Chairman
Paul R. Sheehan, Secretary

PLANNING BOARD

Photo by: Burlington Studios



Planning Board: Front Row Seated (left to right): Vice Chairman John A. DeFrancesco, Chairman Jane L. Hyde, Member Clerk Ann M. Cummings Back Row Standing (left to right): Albert L. Fay Jr., Paul R. Raymond, Ernest E. Covino Jr., Paul F. Roth.

ORGANIZATION AND MEMBERSHIP

At the annual Town Elections in April 2004, Albert L. Fay, Jr. was re-elected to a five-year term. The Planning Board's officers and committee appointments following the April 18, 2004 Board reorganization were as follows:

OFFICERS

Jayne L. Hyde, Chairman
John A. DeFrancesco, Vice Chairman
Ann M. Cummings, Member Clerk

MEMBERS

Ernest E. Covino, Jr.
Albert L. Fay, Jr.
Paul R. Raymond
Paul F. Roth

COMMITTEE MEMBERSHIP

Jayne L. Hyde serves as the Board's representative to the Sign Bylaw Committee, Burlington Housing Partnership, Senior Housing Options Advisory Committee, Storm Water Management Committee, Telecommunications Committee, and alternate representative to the Land Use Committee.

John A. DeFrancesco serves as the Board's representative to the Information Systems Advisory Committee and the Burlington Housing Partnership.

Ann M. Cummings serves as the Board's representative to the Route 3A Committee, Facilities Study Committee, and School Building Study Committee.

Ernest E. Covino, Jr. serves as the Board's representative to the Route 3A Committee and the Burlington Housing Partnership.

Paul R. Raymond serves as the Board's representative to the Land Use Committee, Recreation Commission, and B-Line Advisory Committee.

Albert L. Fay, Jr. serves as the Board's representative to the Tri-Town Growth Committee, Citizens' Advisory Committee, Sign Bylaw Committee, Bike Path Committee, North Suburban Planning Council, and Telecommunications Committee.

Paul F. Roth serves as the Board's representative to the Facilities Study Committee, Route 3A Committee, and Telecommunications Committee.

PLANNING BOARD STAFF

D. Anthony Fields, Planning Director

Kristin E. Hoffman, Assistant Planner

Cynthia J. Dunleavy, Principal Clerk

Planning Director D. Anthony Fields serves as the Town's representative to the Metropolitan Area Planning Council and the North Suburban Planning Council.

ROLES AND RESPONSIBILITIES OF THE PLANNING BOARD

The Planning Board was established by a vote of Town Meeting in 1939 in accordance with Massachusetts General Laws, and the first Board was elected in 1940. The Board normally holds regularly scheduled meetings on the first and third Thursdays of each month. As required by the number of applications, the circumstances of a specific application, or

the need to consider specific issues or topics, the Planning Board also holds additional special meetings.



Excavation begins at the rear of Lahey Clinic for the first phase of its expansion.

The Board is responsible for:

1. **Long Range Planning:** The Planning Board initiates planning studies to identify existing and future land use issues and problems and proposes courses of action to address such issues and problems. To implement the recommendations of planning studies, or in response to changes in state or federal law, the Planning Board directs the preparation of proposed amendments to the Zoning Bylaw and Planning Board Rules and Regulations, and conducts the public hearings required for adoption of such amendments.
2. **Statutory Responsibilities:** By State law, the Board is responsible for the exercise of the Subdivision Control Law in Burlington and has, in the absence of superseding Court action, final authority regarding subdivisions and Approval Not Required plans (certification that a land division is not subject to subdivision control law).
3. **Responsibility Authorized by Town Meeting:** By authority delegated by Town Meeting through the Zoning Bylaw, the Board is responsible for making decisions on site plans, site plan waivers and special permits. The Planning Board also conducts public hearings and makes recommendations to Town Meeting regarding applications for changes in zoning districts and for amendments to the text of the Zoning Bylaw.



An Old Navy clothing store and a Bugaboo Creek Restaurant were added onto the Middlesex Commons Shopping Center.

LONG RANGE PLANNING ACTIVITIES

Community Development Plan:

The Planning Department continued the initiative begun in 2003 to complete a Community Development Plan utilizing the opportunity created under Executive Order 418 by former Governor Cellucci. This program uses a Community Development Plan to examine the interconnection of Natural Resources, Housing, Economic Development, and Transportation. The Planning Department held a housing forum in February and a final "Putting it all Together" forum in May. The Plan examines remaining vacant parcels of land throughout Burlington and makes recommendations as to which should be considered for housing, which for economic development, and which for open space, and in certain cases, which should be used for multiple purposes, and how each use affects the other land use issues. The Plan also addresses ongoing policies to maintain the quality and diversity of our housing and business communities. Continuing on the recommendations pertaining to the town center, the Route 3A Committee became more active in the second half of 2004 to pursue various goals for the town center.

PLANNING OVERSIGHT

In 2004, there were 51 applications and requests related to land development that required a formal decision by the Planning Board. The largest project reviewed in 2004 was the expansion of Lahey Clinic. The expansion includes

330,000 square feet of clinical, office, and laboratory space and a 1,165 space parking garage. Additional projects included a 79-unit Sunrise Assisted Living facility off Burlington Mall Road, the conversion of the former CN Wood site on Cambridge Street into an automobile dealership, an expansion of Ned's Towing on Middlesex Turnpike, the replacement of Jimmy's Restaurant in the Burlington Mall to a Cheesecake Factory, and the expansion of the Legal Seafoods restaurant at the Mall. Review of a proposed expansion of the Burlington Car Wash on Cambridge Street is ongoing into 2005. The Planning board also provided assistance to the Board of Appeals with a third revision to the Kimball Woods comprehensive permit, now consisting of 256 rental apartment units in two buildings and a parking structure. Previously approved projects under construction oversight included Shaw's Supermarket, Old Navy and Bugaboo Creek at the Middlesex Commons, the Café Escadrille, Hess Gas Station, Westgate Apartments, and the Heritage at Stoneridge housing complex.

DEVELOPMENT APPLICATIONS

Development activity under the jurisdiction of the Planning Board falls into three categories: subdivisions, site plans, and special permits. The Subdivision Control Law is the statutory authority that gives the Planning Board jurisdiction over the creation of new lots and construction of new streets. Site Plan review and Special Permit granting authority are derived from Town Meeting through the Burlington Zoning Bylaw.

UNDER SUBDIVISION CONTROL LAW:

The review of proposals to create new lots or construct new streets under the Subdivision Control Law may fall under one of three categories.

Approval Not Required Plans (ANR's)

The ANR procedure may be used to create new lots if the proposed lots have the minimum required frontage on a public way, or to convey land area to an adjacent lot. By State Law, these divisions of land are not regulated under the full requirements of the Subdivision Control Law, and the Planning Board has no authority to review and approve them as definitive subdivisions. If the plan proposes lots with the minimum required frontage and legitimate access, the Planning Board must endorse the plan to acknowledge that it is not subject to the full requirements of the subdi-

vision control law. There were eight "Approval Not Required" (ANR) plans filed with the Board in 2004, of which seven were approved and one on which the Planning Board chose to take no action upon.



The Heritage at Stoneridge apartment complex will include 36 units of senior affordable housing.

Preliminary Subdivisions

A preliminary subdivision plan reflects the potential division of land into two or more lots, and is required for all non-residential subdivisions. It is recommended, but optional, for residential subdivisions. The preliminary subdivision plan allows the Planning Board and the Board of Health to review and have input on a conceptual proposal with respect to lot configuration, road layout, utilities, and drainage. One "Preliminary Subdivision" plan was filed and subsequently approved by the Board in 2004.

Definitive Subdivisions

A definitive subdivision plan is a division of land into two or more lots and details specifically how a new subdivision road will be laid out, the final lot configuration, and the location and dimensions of utilities such as water, sewer, and drainage facilities. The Planning Board must review the submitted plan for conformance with the Board's adopted Subdivision Rules and Regulations and the Board of Health's recommendations. The Planning Board must approve the plan unless it does not conform with its adopted regulations or with the regulations of the Board of Health. Two definitive subdivision plans were filed

in 2004, one of which was approved and one which remains under review by the Board. The status of the subdivision plans reviewed in 2004 is as follows:

Residentially Zoned Land – Approved Definitive Subdivisions:

- Dennis Drive Extension – 3 Lots – Phyllis Santullo

Residentially Zoned Land – Pending Definitive Subdivisions:

- 3 Shamrock Drive – 4 Lots – Bryan Melanson

The following applications pending from 2003 were approved in 2004:

Residentially Zoned Land – Approved Definitive Subdivisions:

- Redmond Road Extension / 3 Redmond Street – 1 Lot – Walter Benedict
- Kelly Farm Estates / 100 Muller Road – 9 Lots – Catherine Kelly

Engineering Changes to an Approved Subdivision

A property owner may wish to make a minor change to an approved subdivision. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include curb cut alignment, utility placement adjustments, and minor drainage improvements. The Planning Board received one request for an engineering change in 2004 which was subsequently approved.

UNDER THE ZONING BYLAW:

The Zoning Bylaw requires that the development, redevelopment, or improvement of all commercial, multi-unit residential and municipal services projects may only be constructed in accordance with an approved site plan. The Planning Board reviews such proposals to ensure that the development of a site is conducted in accordance with the Zoning Bylaw and will not result in problems with respect to Town utilities, or create adverse impacts on adjacent property. The Planning Board's Site Plan Rules and Regulations have established four levels of review depending on the scope of activity proposed and previous decisions of the Planning Board affecting the subject property. The four levels of review are Site Plan, Site Plan Waiver, Minor Engineering Change, and Insignificant Change. The Zoning Bylaw also designates the Planning Board as the Special Permit Granting Authority.



Sunrise Assisted Living at 24 Burlington Mall Road will provide 79 units of assisted living.

Site Plans

A formal Site Plan review is required for projects involving new construction or substantial additions or alterations to an existing facility, and may be imposed where an alteration is proposed for existing facilities that predate the establishment of the site plan review process. The application process requires a public hearing and a multi-departmental review of the proposal. Four site plan applications were filed in 2004. Three of the applications were approved and one remains pending into 2005. Six pending applications from 2003 were approved in 2004. A discussion of some of the major projects is provided earlier in this report.

Site Plan Waivers

For property where a site plan has been previously approved, or for a relatively minor change to a property where there is no approved site plan, a property owner may receive permission to make changes to the development on that property by applying for a site plan waiver. A waiver of the site plan requirement may also be considered for existing properties which need to implement handicapped accessibility improvements when no approved site plan is on file. The Planning Board received seven requests for site plan waivers in 2004, all of which were subsequently approved. One application pending from 2003 was approved in 2004.

Minor Engineering Changes

A property owner may wish to make a minor change to an approved site plan. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include parking space alignment, handicapped access adjustments, and minor drainage improvements. The Planning Board received fourteen requests for minor engineering changes in 2004 all of which were subsequently approved.

Insignificant Changes

Insignificant changes to an approved plan constitute the most minor site changes made in accordance with site plan review. This type of change may include a minor adjustment of parking space alignment necessitated by on-site conditions, changes in exterior doorways, minor handicapped accessibility improvements, or changes in building footprint which do not increase the gross floor area of the building. The Planning Board received four requests for insignificant changes in 2004. Three of the applications were approved and one remains pending into 2005.

Special Permits

The purpose of a special permit is to control uses which may be appropriate, depending on the location and the manner in which the use is developed and operated. Special permits are generally for uses specified in the Zoning Bylaw which require the highest degree of scrutiny by the Planning Board. The Planning Board reviews each proposed special permit and determines if the use should be allowed and what conditions should be required. The Town of Burlington requires special permits for three types of use:

- certain land uses determined to require conditional review for development throughout the town.
- certain land uses and site development, such as discharge of storm water into a wetlands, which have the potential to adversely affect wetlands.
- certain uses and site development which have the potential to adversely affect the aquifer and water resource districts.

Restaurants, fast-order food establishments, hazardous materials use and storage, fuel storage, automotive uses, and communication antennas are common examples of uses that require a special permit in Burlington.

Four special permit applications were filed in 2004, of which one was issued, one was withdrawn, and two remain pending into 2005. Of the five applications pending from 2003, all were issued.



The new Hess Gasoline Station at 110 Cambridge Street will include a food mart when completed in the Spring of 2005.

REZONINGS AND TEXT AMENDMENTS

The rezoning petition filed in 2003 to rezone the Burlington Sand & Gravel site from One Family Dwelling (RO) District to Planned Development (PD) District was approved at the January 2004 Town Meeting. This PDD will create 425 units of mixed housing types. Review of the construction proposal was initiated in 2004 and will continue into 2005.

One new rezoning petition was reviewed in 2004. An application to rezone 2 Wayside Road, formerly the site of Raytheon Service Corporation, from General Industrial (IG) to General Business (BG) approved at the September 2004 Town Meeting subsequent to a favorable Planning Board recommendation. The rezoning was based on a proposal to demolish the existing facilities and construct a 190,202 square foot lifestyle center. Site Plan review will begin in January 2005.

Only one Zoning Bylaw text amendment proceeded to Town Meeting consideration, and this petition was approved at the September 2004 Town Meeting. This petition creates a new section 4.1.7 "Restaurants in an IG District" and allows for a limited number of restaurants to be permitted as an accessory use in an office park of 600,000 or more square feet.

APPLICATION FEES

The Town collects fees for applications made to the Planning Board for subdivisions, site plans, site plan waivers, special permits, and planned development district rezoning applications. Subdivision inspection fees are also required. Fees collected are directed to the general revenue fund of the Town. In 2004, the following fees were collected:

Subdivisions	\$ 1,240.00
Engineering Changes	\$ 0.00
Approval Not Required	\$ 950.00
Special	
Permits	\$12,750.00
Site Plans	\$10,350.00
Site Plan Waivers	\$ 1,750.00
Minor Engineering Changes	\$ 4,900.00
Insignificant Changes	\$ 400.00
Rezoning	\$ 0.00
Miscellaneous	\$ 323.20
TOTAL FEES COLLECTED	\$32,663.20

In Memoriam:

Local Attorney Harold C. DuLong passed away in May of this year. Mr. DuLong was a frequent representative on Planning Board agendas, representing local homeowners and major players in the business community. Mr. DuLong represented most of the major development proposals for more than 20 years. The Board extends its condolences to the DuLong family and to his coworkers at Riemer & Braunstein, in appreciation for his sense of humor and an understanding that Burlington's Planning Board expects to do things better than other communities. The standing room only crowd at the June 7, 2004 memorial service was a reflection on the number of lives he had touched.

Respectfully submitted,

Jayne L. Hyde, Chairman
 John A. DeFrancesco, Vice-Chairman
 Ann M. Cummings, Member Clerk
 Ernest E. Covino, Jr., Member
 Albert L. Fay, Jr., Member
 Paul R. Raymond, Member
 Paul F. Roth, Member

RECREATION DEPARTMENT

The Recreation Department's most significant accomplishments in 2004 were in the areas of program development, facility improvements, and planning for the future. Nearly sixty new activities were added during the year; more than a dozen recreation facilities were upgraded; and several planning projects were either completed or in progress at year's end.

We believe that the Recreation Department has helped to improve the quality of life for the citizens of Burlington by expanding recreational opportunities for residents of all ages. Program and facility advancements in 2004 can be attributed to the hard work and dedication of the Recreation Department staff and volunteers, the support of the Recreation Commission, and the generosity of town organizations and businesses.

The maintenance division of the Recreation Department completed many improvement projects during the year at Burlington's parks, playgrounds, and athletic facilities:



An aerial view of Simonds Park

- A new baseball field was constructed at TRW Park.
- The Simonds Park tennis courts, skate park and street hockey rink were repaired, painted, and striped.
- The basketball courts at Rahanis Park and at Simonds Park were rehabilitated.

- New guardrails were installed in the parking areas at the Human Services Center, Veterans Park, and Rotary Field.
- New security lighting was installed at Overlook Park.
- A water line and a water bubbler were installed at TRW Park.
- At Rotary Field, the entrance was paved and a new gate and fence were installed.
- A new half-pipe skate ramp was installed at the Simonds Park skate park, and the old wooden half-pipe was removed.



A new half-pipe is installed at Burlington's skate park.

- A new fence and gate were installed at the Francis Wyman School athletic fields.
- New fencing was installed at the Overlook Park playground, at the Regan Park baseball field, and at the Simonds Park street hockey rink.
- The Recreation Commission established a new sub-committee, SAFE Parks, in 2004 in order to identify maintenance needs and to recommend improvements in Burlington's public parks and playgrounds.
- The Recreation Commission initiated Burlington Beautification Days in collaboration with school groups, youth organizations, scouting groups, and local businesses for the purpose of beautifying and improving Burlington's public school grounds, playgrounds, and outdoor athletic facilities.

The program division of the Recreation Department made a great deal of progress in developing new programs and in improving customer services during 2004:

- Our program staff added 57 new activities during the year, the most creative and imaginative program expansion in the history of the Recreation Department.
- The Recreation Department offered an average of 75 programs, trips, and special events each season.



Families create a Scarecrow Kingdom at the Town Common.

- Working with Adam Gustafson, a teacher at Burlington High School, the Recreation Department expanded recreational opportunities for high school students in 2004. Our second annual high school ski

trip last March was very successful, and we plan to offer more activities for high school students in 2005.

- The popular Youth Center program for grades 6-8 was expanded to include fifth graders.
- The recently-developed Discovery Time program for 4 and 5 year olds was expanded.
- Club 55+ was initiated during 2004 in order to provide sports activities for Burlington residents age 55 and older. The program got off the ground successfully with sports such as golf, bowling, ice skating, walking, and swimming. Additional sports activities will be offered next year.
- In an effort to streamline office operations, the Recreation Department purchased three new computers and installed new software to enhance the Department's credit card processing system.
- Further enhancements were made in the Recreation Department's brochure publishing process in 2004.
- In collaboration with the Fire Department, the Recreation Department installed a defibrillator at the Human Services Center. More than a dozen town employees were trained to use the new device.
- Supervisors were assigned to the Simonds Park wading pool on a regular basis during the summer of 2004.
- Trout stocking by the Recreation Department made fishing at the Mill Pond Reservoir more enjoyable for Burlington residents.



Fishing for trout at the Mill Pond Reservoir

The Recreation Department could not possibly have accomplished what it did in 2004 without the support of Community groups and individuals:

- The Rotary Club was awarded a certificate of appreciation by the Recreation Commission for the Club's numerous contributions to Recreation Department activities throughout the years.
- Town Meeting appropriated funds for purchase of a cargo van and a bucket truck to support Recreation Department operations.
- Volunteers from Sun Microsystems helped with landscaping and other improvements at Simonds Park and at the Town Common.
- VHB Corporation donated \$30,000 to the town for the development of recreation facilities at the Boston property on Blanchard Road.
- A group of Northeastern University engineering students volunteered to prepare a site design for the Boston land and to participate in constructing a baseball field, playground, and parking lot at the property.
- Sunrise Assisted Living donated \$12,500 for improvements at TRW Park.
- Seasonal Pool and Patio donated outdoor furniture for use at the Simonds Park wading pool.
- The Knights of Columbus contributed \$500 in support of Recreation Department special needs programs.
- A group of residents formed the Rahanis Park Improvement Committee in order to raise funds for the construction of restrooms, renovation of tennis courts, and other improvements at Rahanis Park.
- Contributors to the Recreation Department Memorial Fund made it possible to install a park bench and plaque at the Simonds Park basketball courts in memory of Wes Arens, the founder of Burlington's youth basketball program.

The Recreation Commission and the Recreation Department staff spent a great deal of time and effort in 2004 planning for the future, so that high quality programs, facilities, and services will be available to Burlington residents for years to come.

- Recreation Department officials updated the recreation portion of the town's Open Space and Recreation Plan. Conservation Intern, Sandra Grund, was hired by the town to assist with completion of

the entire Plan.

- The Recreation Department's plans for development of the Boston property were approved by the Burlington Planning Board.
- A study of youth sports participation has led to the conclusion that additional athletic fields are needed in Burlington.
- The Recreation Commission formed a committee to determine the feasibility of constructing an artificial-turf athletic field in Burlington.
- The Recreation Commission has recommended that Burlington Beautification Days be expanded in future years.
- The Recreation Department is working on plans to install new signs in all of Burlington's public parks and playgrounds.
- The Recreation Commission has appointed a sub-committee to consider the possibility of reorganizing the administrative structure of the Recreation Department in the future.
- The Recreation Commission has approved a plan to have Recreation Department administrators directly oversee all Recreation Department special needs programs next year.
- The program division of the Recreation Department has completed a 3-year Action Plan.
- The maintenance division of the Recreation Department has completed drafts of the Recreation Department's 5-year Capital Plan and 10-year capital plan. Both of these plans must be approved by the Recreation Commission in 2005.

We commend the Recreation Department staff and volunteers and thank all the groups and individuals who made it possible for the Recreation Department to improve and expand recreational opportunities for the people of Burlington in 2004. With continued community support, we believe the Recreation Department will have a positive impact on the quality of life for Burlington citizens for many years to come.

Respectfully submitted for the Recreation Commission
by:

Doug Gillingham, Director of Maintenance

Don Roberts, Director of Recreation

BOARD OF HEALTH



Board of Health: (left to right): Dr. Ed Weiner, Dr. Cathy Read, Chairman Ed Wall and Jim Dion (Terry McSweeney missing from photo.)

The Board of Health consists of five members that are elected for three-year terms.

The Board of Health staff consists of one full-time Health Agent/Sanitarian, one full-time Environmental Engineer, one full-time Public Health Nurse, one part-time Public Health Nurse, one full-time Principal Clerk, and one part-time Principal Clerk.

HEALTH AGENT/SANITARIAN

The Health Agent/Sanitarian works to safeguard public health in Burlington. The Health Agent/Sanitarian's responsibilities include maintaining programs, enforcing regulations, investigating complaints, educating the public, educating permit holders, safeguarding public health, planning future programs, planning for emergencies (natural and deliberate), working with other town departments and outside organizations, and being a liaison with state agencies and the court system.

The Health Agent/Sanitarian conducts numerous inspections throughout the year according to state mandates. These inspections include food establishments, food establishment plan reviews, mobile food trucks, housing investigations, body art establishments, indoor air quality at skating rinks using ice resurfacing equipment powered

by combustible fuels, tanning establishments, massage establishments, swimming pools and whirlpools, recreational camps for children, septic systems being abandoned, septic system installation, kennels, and occupancy inspections.

INSPECTIONS: 2004

Food Establishments	597
Food Establishment Plan Reviews	18
Mobile Trucks	8
Housing	20
Body Art Establishments	0
Ice Rinks	0
Tanning Establishments	9
Massage Establishments	7
Swimming Pool/Whirlpool	12
Recreational Camps	2
Septic System Abandonment	25
Septic System Installation	1
Kennels	2
Occupancy	24
Total	725

COMPLAINTS: 2004

Another portion of the Health Agent/Sanitarian's work includes complaint investigation, including the following areas: rubbish and garbage, dust, odors, noises, rodents, food establishments, food-borne illnesses, nuisances, tobacco, and miscellaneous topics. One project in 2004, in conjunction with the School System and the State, was the evaluation of the indoor air quality in some of the Burlington schools. On occasion, the Health Agent/Sanitarian, often in conjunction with the Board of Health, must hold an administrative or public hearing. At times the Health Agent/Sanitarian is required to appear in District Court. One hundred ninety four (194) complaints were investigated in 2004.

In conjunction with inspectional work, the Health Agent/Sanitarian issues numerous permits. Before a permit can be issued, the permit holder submits complete and accurate information. The Health Agent/Sanitarian must verify the information. Also, the Health Agent/Sanitarian reviews plans for all new and renovated food establishments, all swimming pools, tanning, body art, and massage establishments, and other projects.

Permits: 2004

Food Establishments	209
Temporary Food Events	1
Mobile Trucks	8
Plan Review	18
Swimming Pools	12
Tanning Establishments	9
Body Art Establishments	0
10-Day Emergency Beaver Permits	4
Massage Establishments	7
Practitioners	9
Tobacco	28
Recreational Camps	2
Drain Layers	28
Septic System Abandonment	28
Septic System Installation	1
Funeral Homes	2
Kennels	2
Keeping of Animals	0
Total	368

TOTAL MONEY RECEIVED BY BOARD OF HEALTH FOR 2004: \$40,642.00

Rabies Clinic

The rabies clinic is held annually with Dr. Mian DVM of Merrimac Animal Hospital in Lowell participating. Dogs and cats are vaccinated for rabies the first Saturday in April each year at the Department of Public Works. This past year a total of 119 animals received rabies vaccinations at the clinic.

Public Education

The Health Agent/Sanitarian partnered with the Burlington Mall to provide food safety training to food establishment workers at the Burlington Mall. The training was held at the food court. Over 38 workers attended the two-hour program. The Health Agent/Sanitarian, assisted by the Public Health Nurse, presented the program. The event concluded with the showing of training films in English, Spanish and Chinese.

Tobacco Control

Due to statewide budget cuts, the funding available for this program has been eliminated. However, the Board of Health received funding as part of the Metro-West

Suburban Tobacco Control Collaborative for compliance checks of retail sales of tobacco. Beginning in 2005 retail establishments selling tobacco will be inspected for compliance with state tobacco control laws.

I wish to thank the members of the Board of Health for their support during my first year in Burlington. I look forward to working with the Board of Health next year. I also wish to thank the Town Departments and the citizens of Burlington for their support.

Respectfully submitted,

Sharon Walker Mastenbrook, M.A., M.S., R.S.
Health Agent/Sanitarian

ENVIRONMENTAL ENGINEER

An important role of the Environmental Engineer is to administer and enforce the Control of Toxic and Hazardous Materials bylaw. This bylaw requires that the Board of Health be notified when soil and/or groundwater contamination is identified at a property along with the proposed actions necessary to remediate the contamination. The Environmental Engineer's responsibilities relative to the bylaw include monitoring the assessment and remediation of Burlington properties with identified contamination by oils and/or hazardous materials. Since I was hired by the town in September 2004, these efforts have included review of 87 environmental reports and attendance at meetings with site owners, environmental consultants and state regulators. I have also responded to 5 reports of either the discovery or suspected discovery of an oils and/or hazardous materials release.

There are 72 properties in town where releases of oil and/or hazardous materials have occurred and assessment and clean-up is ongoing. Of those, 11 have achieved temporary cleanup status and have no substantial hazards. Of the remaining properties, eight have development or redevelopment planned for 2005. This presents an opportunity for the Board of Health to closely scrutinize these properties and ensure that clean-up is part of the redevelopment plan.

The bylaw also requires local businesses to register their hazardous materials annually with the Board of Health. During 2004, 46 facilities registered and of these, 7 were determined to maintain toxic or hazardous materials in excess of the minimum reporting requirements estab-

lished by the federal Emergency Planning and Community Right to Know Act. They were consequently identified as SARA Title III facilities. Registration of these facilities is imperative for the protection of human and environmental health and safety as well as for local and state emergency preparedness.

During 2004, I reviewed 64 site plans, special permits, minor engineering changes, drainage plans, filling proposals and well installation permits. The purpose of these reviews is to evaluate proposals for environmental impact, promote aquifer protection and ensure the proper storage of hazardous materials.

In 2004, the Board of Health sponsored two successful Household Hazardous Waste Collections. The first event was held in May at the Burlington High School and included the participation of over 300 households. In October, the collection location was moved to Marshall Simonds Middle School and 500 households participated. The new location provided for better flow of traffic and future collection events are scheduled to be held there. In addition to the Household Hazardous Waste Collection, the Board of Health coordinated three Universal Waste Collection events in 2004. These events assist town offices and local businesses with safe and proper disposal/recycling of fluorescent light bulbs, electronic ballasts, computer equipment and batteries. This effort works towards reducing the amount of toxic mercury, heavy metals and hazardous materials entering the local solid waste stream, thus protecting our environment.

The Board of Health has worked with the Burlington School Department and local newspapers in promoting a program where mercury thermometers are exchanged for a digital thermometer with a lower mercury content. We also continue to accept mercury-containing equipment (thermostats, mercury switches and button cell batteries) at our office and work with a vendor who provides free recycling of these materials.

The Environmental Engineer is tasked with participating in local and statewide emergency preparedness efforts. Since September 2004, I have been involved in the development of aspects of local emergency preparedness and risk communication plans and received training in the utilization of Geographic Information System mapping programs to assist in these efforts.

Anyone with questions regarding the status of any environmental program mentioned above or with interest in learning more about environmental issues affecting Burlington is invited to contact me directly.

Respectfully submitted,

Heidi L. Porter, M.P.H.
Environmental Engineer

REPORT OF THE EAST MIDDLESEX MOSQUITO CONTROL PROJECT

The East Middlesex Mosquito Control Project conducts a program in Burlington consisting of mosquito, Eastern Equine Encephalitis (EEE) and West Nile Virus (WNV) surveillance, larval and adult mosquito control and public education.

Record rains in April 2004, and frequent rains during the latter half of the summer resulted in considerable mosquito activity during the season. The risk of mosquito borne transmission of EEE occurred during the late summer and fall. Four residents from southeastern Massachusetts contracted the disease including two fatalities. Isolations of EEE from horses and mosquitoes in Billerica and Wilmington resulted in a local health concern.

The adult mosquito surveillance program used traps to collect mosquitoes from as many as 5 Burlington locations per night. Between June and September, information was used from 34 mosquito trap collections from 11 different nights. Selected trap collections during the late summer and fall were tested for EEE and WNV by the Massachusetts Department of Public Health.

The larval mosquito control program relies on the larvicides *Bacillus thuringiensis* var. *israelensis* (Bti), *Bacillus sphaericus*, and methoprene. The United States Environmental Protection Agency classifies these larvicides as relatively non-toxic. An April helicopter application of Bti controlled mosquito larvae at 119 wetland acres. Field crews using portable sprayers made 80 site visits and applied Bti in the spring and the summer to 43 wetland acres when high densities of mosquito larvae were found breeding in stagnant water. Between June and August, Project personnel applied Altosid Briquets (methoprene) and *Bacillus sphaericus* to control *Culex* mosquito larvae at a total of 4,307 roadside catchbasins.

The adult mosquito control program used truck mounted aerosol sprayers at night to treat 4,661 acres when survey traps indicated high populations of mosquitoes. The Project used a formulation of resmethrin to control adult mosquitoes. Advance notification of the spray program was done through newspaper notices in the Daily Times Chronicle, notices on the Project's web site and via a recorded telephone message at 781- 893-5759.

The Project's public education program is designed to develop awareness within the public and the private sectors as to their roles in mosquito control. The Project serves as a resource to residents, municipal officials and the local media on controlling mosquitoes, breeding sites and mosquito borne diseases. A web page provides residents with information on mosquitoes, control programs and related topics. The website address is www.town.sudbury.ma.us/services/health/emmcpr.

Respectfully submitted,

David M. Henley,
Superintendent

PUBLIC HEALTH NURSE

I hereby submit my report as Public Health Nurse for the year ending December 31, 2004.

Board of Health nursing office hours are Monday – Friday from 8:30 AM to 4:30 PM. Appointments may be scheduled during these hours. Walk-In Clinics (no appointment required) are held every Tuesday morning from 9:00 AM to 12:00 PM and the second Thursday of each month from 3:30 PM to 5:30 PM. A home visit can be arranged for any homebound Burlington resident.

A summary of programs and services follows:

In-Home Services: 418

Office Services:

Well Elderly Clinics	299
Tuesday Morning Walk-in Clinics	2,278
Thursday Evening Walk-in Clinics	20
Communicable Disease Follow-up	445
Blood Pressure Screening	3,533
Blood Sugar Screening	65
Cholesterol Screening	36
Health/Nutrition Counseling	1,619

Immunizations –(Polio, MMR, DtaP, Td, HIB, Hep A, Hep B)	150
Immunizations – Flu	500
Immunizations – Pneumonia	6
Lead Poisoning Blood Testing	6
Mantoux Skin Testing for Tuberculosis	99
Tuberculosis Surveillance/Case Management	80
Morbidity	510
Weight Monitoring	354
Emergency Preparedness Consultations	62

Additional Programs and Services:

Camp Inspections
Council on Aging Health/Wellness Fair
Emergency Preparedness Training
Employee Benefits Health Fair
Hepatitis A Food Workers Education Program – Burlington Mall
Longmeadow Place – Flu/Pneumonia Vaccination
Meningitis Vaccine Clinic for High School Seniors
Monthly Blood Pressure Screening at Senior Housing – Tower Hill and Birchcrest
Student Government Day

Community Free Care Health Clinic

Office Visits:	19
Physical Exams:	10
Labs:	12
Follow-up Consultations:	399

The Burlington Board of Health and Lahey Clinic continue to provide medical services at no cost to Burlington residents from the ages of 19 – 65 who either do not have health insurance, or have limited health insurance coverage. This Community Clinic is staffed by Lahey Clinic physicians and Board of Health nurses once monthly on the 2nd Thursday of each month. Early evening appointments are available. The following services will be offered at the Free Care Clinic: routine gynecological screening; non-emergency medical treatment; and laboratory and diagnostic testing.

Board of Health nurses continue to participate in emergency preparedness training and program planning in accordance with Massachusetts Department of Public Health and Center for Disease Control and Prevention requirements.

Public health information and an office brochure providing information on the Comprehensive Public Health Nursing Program and Services offered is available in the office or if requested, by mail. For health information and questions on services and/or programs, please contact us in the office at 61 Center Street, Human Services Building.

Thank you to all of our dedicated volunteers who assist us throughout the year.

Respectfully submitted,

Judith E. Baggs RN BSN
Public Health Nurse

PUBLIC LIBRARY

In 2004, activity at the Burlington Public Library continued to increase. Over 120,000 visits occurred during the year. From the materials borrowed, questions asked and answered, items reserved through the catalog, interlibrary loan activity, Internet use, meeting rooms use, and web site activity it is obvious that the Library plays a very important part in the community. People come to the library for many different reasons including to find a good book to read or movie to watch, read the paper or a magazine, do research, check email, type a paper, or study quietly. Almost 1,000 people came to pick up a pass to one of the museums, and 1,330 functions, both library and public, brought people into the meeting rooms. New residents came to learn about the Burlington community from reference sources, the community information database, or the community information area.

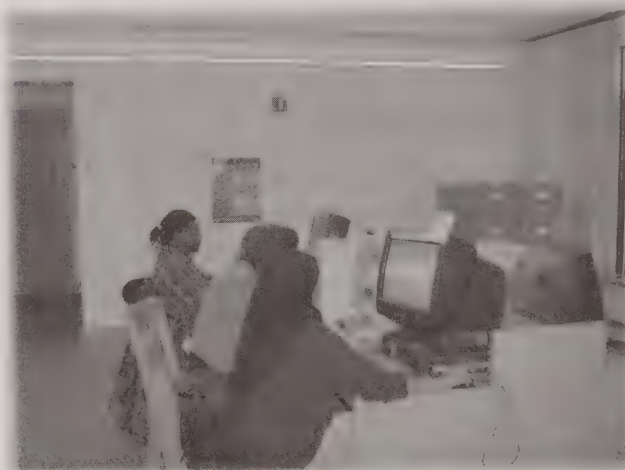
Although the library is a permanent fixture of the community, it is also dynamic. Change is part of every day life at the library. Book and material displays covering a variety of subjects constantly appear throughout the library. Art exhibits by a number of groups and individuals have been displayed during the year. An assortment of programs has been offered both in the adult and in the youth departments, many through the support of *the Friends of the Burlington Public Library*. Programs including puppet shows, celebrity readings, music, art, flower arranging, and fengshui, to name a few, were on the schedule this past year.

Another dynamic area of the library is the "To Go" collections. Popular book titles have been available in this collection for some time. These books can not be reserved and

must be read in one week instead of three, but this gives our patrons a chance to get some items sooner. Since the book collection is so popular, we have added a new "DVD To Go" collection. Again, the most popular DVD's are now available in a browsing collection. Patrons who choose this option can checkout these DVD's for three days instead of seven. Both of these collections are housed across from the Circulation Desk, and should be checked at every visit, as there is always a different selection available.

TECHNOLOGY

Technology continues to be an area of change. In order to keep pace with the high-tech world around us, the library must continue to update and add equipment. Early in 2004, four new Internet stations purchased by the *Friends of the Burlington Public Library* were added to the second floor. In response to the needs of the community, these four computers are equipped with Microsoft Word, Access, PowerPoint and Excel. A new laser printer was also added to this area. The computer table and chairs purchased for this new bank of computers is the first of what we hope to be many pieces of new furniture for the adult department. The colors and styles chosen will be used throughout the second floor.



In an effort to prepare for our next database upgrade coming in 2005, staff computers were replaced and additional computers were added. The existing circulation and reference staff computers were replaced. The youth services department, reference librarian, and technical services librarian all received new computers allowing the staff to use all resources more effectively.

Unfortunately, we had a string of thefts that resulted in the loss of three cpu's. As a result, all computers were

locked down. Thanks to the generosity of *Micros Northeast* for their donation of a new computer, the assessor's office for the donation of one of their older computers, and the town's IT department for rebuilding and upgrading old computers with additional parts purchased by the library, we were able to bring our Internet accessible computers total back up to 13.

In the fall, the Trustees approved the Technology Plan. This plan will help greatly in the focus for the future. One component of the plan was to investigate the possibility of adding wireless Internet to the library. In December, this became a reality. The library now has wireless access! This goal became a reality thanks to the generosity of *MassCue*. One of their groups has been using the meeting rooms and asked about access in these rooms. After being told that this was on the Library's wish list, they made it a reality by donating the wireless router and the hub needed.

The web site has continued to develop over the year as well. This site was visited 61,691 times in 2004. Information about the library and its programs, access to the catalog and library databases, booklists, and library surveys are just some of the features of this page. A photo album has been created and will be added to as we enter 2005. The web site itself will be getting a new look in 2005, so keep checking the site at www.burlingtonpubliclibrary.org.

REFERENCE DEPARTMENT

The Reference Department answered 10,218 questions in 2004, an increase of nearly 25% from the previous year. The Internet terminals on the second floor were used more than 24,000 times. The study rooms were used 2,366 times.

Librarian Donna Manoogian reorganized the music CDs and integrated into the collection the more than 250 CDs the Burlington Library received as part of a nationwide price fixing lawsuit settlement. The music industry was forced to distribute \$75.5 million dollars worth of CDs to libraries across the nation in a 2002 settlement. New CD shelving was purchased to accommodate our increased collection.

In 2004, Burlington began subscribing to Reference USA. The Reference USA database includes data for over 15 million businesses and is used routinely by patrons gathering sales leads and conducting market research. It is available for in-library use only.

Two popular workshops were developed by reference staff and offered to the public beginning in 2004. The "Online

Catalog" class taught by Librarian Marnie Smith teaches users how to search for books, videos, CDs and other library materials. Participants also learn how to access library accounts, place holds, and renew items from home.

Librarian Shelley Sloboder teaches the "Navigating the 'Net" workshop which is an introductory class to the many resources available on the Internet. Participants learn what the Internet is, about web pages and browsers, how to look at web pages critically, and where to go for reliable information. The workshop includes an introduction to search engines and offers basic practice in searching Google.

The Reference Department continues its commitment to supporting the curriculum of the Burlington Public Schools by purchasing materials geared to helping students with their homework assignments.

CHILDREN'S SERVICES

Staff members continued to develop their skills in reader's advisory, storytime presentations, and the delivery of information services. Continual upgrades and increased availability of databases, and the addition of a second dedicated staff computer in 2004, have made on-line searching an increasingly large part of service delivery. All staff members have attended various workshops on information delivery this year.

Storytimes continue to be a major part of the Children's program. Currently the library conducts 6 different storytimes per week ranging in age from infant to preschool. Over 4700 children attended this year. Burlington storytimes do not require registration and all are welcome. A group for home-school parents meets once a month. In the summer the library shifted gears to the state's 2004 Summer Reading Program, *Explore Other Worlds@yourlibrary*. Those who read for 26 hours or more were featured in a photographic display and those who read 50 hours or more had their name listed in the *Burlington Union* newspaper. A dedicated group of teen volunteers facilitated the summer reading program from a table in the Children's Area.

Live animal, science, arts, puppetry, and storytelling programs were also featured during the summer, and during school vacation weeks. To encourage reading we held our 2nd annual "Turn off the TV" month in April. Children raised money at \$.25 per book to be donated to the Marion Tavern, earning a brick in its courtyard to be dedicated to "children who love to read".

Youth Services staff helped several scout groups to earn badges, and also visited the Francis Wyman after-school program, reading to students in grades K-5. In the spring the department worked with Fidelity Investments, which sponsored two programs with celebrity readers.

The popular atrium play area is seldom empty, drawing people into the library. Someone recently inquired where "the playground" is. The picture books and easy reader area which was set aside in 2002 to allow parents and children to focus on books also gets continual use. The highest delight of the staff is to see mom or dad reading with a child.



The Young Adult Teen Volunteer Group met twice a month during the school year. They performed a holiday puppet show that was very well received by the children. They were also heavily involved in implementing the children's summer reading program. Events for teens included a young adult summer reading program that continues to be very popular with students from 6th-12th grade, and a scary stories program with a storyteller that was held after hours in October. A Scrabble Club was formed in February and sent a team to the National Finals in Boston in April where they placed 61 out of 106.

CIRCULATION

The Circulation Department continued to be an active spot in the library this past year. Circulation increased by almost 20,000 items bringing the total of items checked out this year to 296,212. More and more patrons are placing their own holds, which is supported by the fact that 36,074 items were picked up from the holds shelf this past year. The Interlibrary loan activity also continued to grow. The number of items borrowed from other libraries increased

by 7,235 over last year to a total of 29,956. The number of items that we lent to other libraries this year was 16,007, an increase of 2,833 items over last year.



In an effort to ensure accuracy and confidentiality for our patrons the Trustees adopted the policy that, beginning April 1, 2004, all patrons must present their library card in order to borrow library materials. This policy change was well received by our patrons and resulted in many new library cards being issued. In conjunction with this, the library purchased "key chain cards" for our patrons. Patrons can turn in their existing wallet cards and will be issued a new key chain card free of charge.

TECHNICAL SERVICES

The Technical Services Department, although not as visible to the public, is nonetheless essential to the success of a library. The staff of this department order and prepare every new item that ends up on the shelf. Withdrawal of old materials and mending of slightly damaged materials is also handled by this department. Many additional projects are also carried out by the Technical Services Department. In 2004, the computer books were reviewed and re-cataloged, the audio books were accessed and re-cataloged as needed, and a Caldecott Collection was added. The CD collection was evaluated and re-cataloged and all the music CD's from the lawsuit settlement were prepared for addition to the collection.

VOLUNTEERS

In the daily operation of the library, 39 volunteers provided a total of 904 hours of service. Among the tasks assigned to these dedicated individuals is the reshelving of

a/v materials, bulletin board maintenance, pulling of books for the staff to review, and photocopying and distributing paperwork. In May, 36 volunteers were recognized at the annual Volunteer Luncheon.



FRIENDS

The *Friends of the Burlington Public Library* continued their support in 2004. Through their annual membership drive, two highly successful book sales, an ongoing book sale and the sale of canvas tote bags, the *Friends* were able to fund many important items for the library. Among the items that they provide annually are the ever-popular passes to 12 area museums and attractions, the Summer Reading Program, and other events for children. The *Friends* also provided adult programming for the second year. Ten very interesting programs were offered throughout the year on a wide range of subjects. History, flower arranging, cooking, genealogy and feng-shui were among the topics covered. They also contribute to the ever expanding technology available to the public. This year, four new public access computers were provided by the *Friends*.

Without the support of this group, the library would not be able to offer such a vast array of great programs and services.

I would like to acknowledge all of the staff members for their hard work, and the community who recognizes the great resource that they have in their public library.

Respectfully submitted,

Lori Hodgson,
Library Director

BOARD OF LIBRARY TRUSTEES



Board of Library Trustees: Front row (left to right): Ellen Ferguson (Chairman), Edith Entwistle, Paula Benard (Vice-Chairman) Back row (left to right): Steve Wasserman, Eileen Sickler, Sam Martorano

2004 The Board of Library Trustees welcomed new member Steven Wasserman elected in April. Orise Desautels completed her three year term. Thank you to Orise for her valuable contributions to the Board.

Trustees reviewed and approved changes in Library policies. New policies in 2004 include a Confidentiality of Library Records Policy and a Cell Phone use policy, which prohibits the use of cell phones in the Library.

Trustees attended informational meetings including Ways and Means day at The State House and Library Legislative Breakfast at Haverhill Public Library. Eileen Sickler, Edie Entwistle and Steve Wasserman attended The Massachusetts Friends of Libraries and The Massachusetts Library Trustee Associations Joint Annual Meeting and workshops.

Purchases made by the Trustees in 2004 include New Computers, Laser Printer and a Work station for Staff use. CD Drawers, shelving for reference area, a computer table and chairs. A New fire alarm panel and keypad locks for all exterior doors were also purchased. After theft of public use computers, The Board purchased computer security cables.

The Library Trustees would like to thank the Friends of the Library for their fundraising efforts. The Friends sponsor many library programs and purchase items for the library. Yearly they purchase museum passes to be used by patrons. In 2004 The Friends purchased additional Public use Computers.

Respectfully submitted,

Ellen Ferguson, Chairman

HISTORICAL COMMISSION

The Historical Commission presents the Annual Report for 2004.

National Register Nomination Results

The National Register nominations of the West School, the Historical Museum and the Grand View Farm were accepted by the Massachusetts Historical Commission. John Goff prepared the Grand View Farm research, and Heli Meltsner prepared the West School and Museum research. Copies of the nomination research was sent to the Library, Archives, and the Historical Commission.

Historic Building Concerns

The North School – A concern for the commission was the advertised sale of the property once known as the North School on Wilmington Road. It was advertised for sale and incorrectly stated that it was built in 1910. The building is one of four one room schoolhouses built in Burlington in 1794. It is one of the two remaining schools. The other restored one room school house, is the West School on Bedford Street which was restored by the Historical Society in the 1960's. The North School building has historic importance, not only as a one room school house, but for its connection to early Burlington settlers.

A quotation from Rob Costa's book, *Images of America BURLINGTON* "The North School, or the Lt. Jesse Dean District Schoolhouse, was originally on property that belonged to the Reed family, Lieutenant Reed who was a member of Capt. John Woods Militia Company from 1775 to 1783. After the Revolution, a boundary dispute with the town led Isiah Reed to move the building to the Wilmington Road line, where it is located today."

The North school has been a residence since it was sold at the turn of the 19th century. The correct information was sent to the Building and Assessor's offices, as well as the realtor and owner. The realtor, Ann Coyle of Century 21, allowed the commission members to view the interior and take photographs to document the original part of the building. As yet, the house has not been sold.

The Charles T. Boston Bungalow: Built in 1920 on Cambridge Street was demolished. The Demolition Delay Ordinance did not apply because it was not 100 years old. It was a fine example of the bungalow type homes built in that era. Photographs were taken to document the original gumwood trim found in one room as well as the foundation and supports made of very large tree trunks.



Large tree trunk support in Charles Boston Bungalow

Grand View Farm: Interest, participation, and support of the restoration of the Grand View house and barn continues to be important to the commission.

Francis Wyman House: The continuing efforts of the Francis Wyman Association to restore the property has the interest and support of the commission. Of particular interest, is the building of a barn made from the beams salvaged from the Grand View rear barn.

Preservation of Fogelberg Articles

Jim Ashworth, former Historical Commission member, has accomplished the preservation of John Fogelberg's newspaper articles. All information has been put onto CDs. The Z Corporation of Burlington has donated the production of the CD's for the commission. When completed, they will be available to the public.

West School



Ms. Kathi Horton's class of Pine Glen children. Ms. Rubino, children and Ms. Horton.

Many spring field trips from elementary schools to the West School, Museum and Cemetery were conducted and hosted by the commission members. Commission member Kathi Horton brought her last class to the West School before her retirement. Joyce Fay assisted Ms. Sheppard at the Francis Wyman School, with a study of the Heritage Trail. The West School was part of the trail. As part of a summer program, Ms. Judith Jango Cohen, conducted a photography program at the West School in conjunction with the Burlington Public Library. The children were instructed on the use of a camera and how to take photographs. They suc-

cessfully photographed the interior and exterior of the school and returned with the excellent results the following week. It was free and open to the public.



Ms. Jango Cohen teaching the photography class at West School

The annual Halloween open house was held, attracting over 100 children and their parents.



Julia and Miranda Fiest – Halloween at West School



Stephanie O'Neil, Scott Surette, Sean O'Neil, Josh McCafferty – Halloween at West School

Old Burying Ground - Tours continue by appointment

Museum

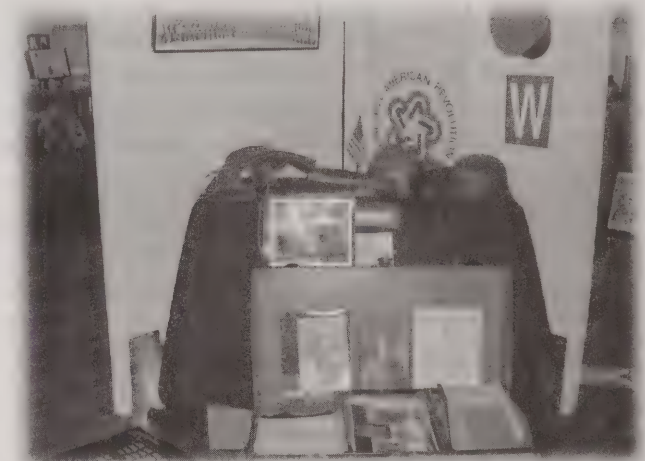
In February, much needed plans for the renovation of the Museum were once again addressed. Larry Rittenberg, Assistant Town Administrator, informed the commission that the budget will include gutters, cupola, windows and front door. Cellar flooding in April added to the projects needed to be addressed. Outside help from preservationists may be needed before any work is done.

Displays

The Toys, Dolls, and Games Exhibit presented in 2003 was on display until the winter of 2004. It was replaced with the new Exhibit, titled *Burlington A to Z*. To complete the alphabet theme, the display included "A", artifacts from the Amos Wyman dig, to "Z" for zither. In addition, information on various subjects, such as World War II artifacts, the Grand View Farm, Francis Wyman House, the Walker family and the Foster/Nichols family was exhibited.



Museum Exhibit-Part of Foster Exhibit



World War II Exhibit

Awareness

The commission continues to present historical information to the public. A display of the Barge, Burlington's first school bus, was presented at the Rotary Event on the common in August as well as commemoratives, books and CD's. We continue to have exhibits in the Museum and the West School while the Old Burying Ground remains a constant source of information for groups of town children.



The Barge, replica of the first school bus

Grand View Farm

Three members of the Historical Commission are on the Grand View Advisory Commission, Norman Biggart, Toni Faria and Kathi Horton. They report to the Historical Commission on the restoration and progress of the building. In April, they were present on a daily basis to observe and photograph the dismantling of the rear barn to document the event. The commission was happy to write a letter of support for a grant application to the Massachusetts Historical Commission for the Grand View farm.



Dismantling of the Grand View Rear Barn

Donations

1. **Shards of McIntire milk bottles.** **Laura Impemba of Briarwood Lane** donated parts of McIntire Milk bottles dated 1889, found on her property, once part of the Grand View Farm.
2. **Ladies bodice** June Gordon of Spruce Hill Rd. donated an 1880's ladies black silk and velvet bodice. The owner was Mrs. Samuel Amesbury Charlmers of Attleboro.
3. **Ice Pick and sickle** donated by Mr. Joseph DeTurriss of Princeton Road.
4. **1927 Assessors Book** donated by Beverly Vidoli of Thorton Drive.
5. **1907 – 1925 Real Estate Transfer Book** donated by Mark Murray donated three Real Estate Transfer Books 1907 –1925 and picture post cards from the Fogelberg estate.
6. **1950's Wedding Gown** donated by Richard Kane of Birchcrest Street.
7. **Fogelberg letters** Town of Burlington Archivist, Dan McCormack has received a gift of letters and photographs from the Fogleberg family. They include letters from Horace Skelton and his Gold Rush experiences.
8. **1887 – 1890 Fruit Prints, five pewter mugs, & one egg scale,** donated by Hope Paulsen.
9. **Antique School desk** donated by April Healy for the West School.
10. **Sixteen Postcards and envelopes circa 1880 – 1908** addressed to Stephen Skelton, donated by Eleanor Lloyd of Skilton Lane.
11. **Embroidered Replica of Four French Cathedrals. Circa 1918** donated by Betty Sims.
12. **Marcia Winn House pictures and wallpaper.** Donated by the Winchester Archival Center of the Town of Winchester. Small scrap book from the Winn house on Winn Street.
13. **Four small pieces of broken china** donated by Adam Tigges Maryvale Road.

14. **Ink Bottle collection** Mario Culot donated an extensive bottle, pot, and jug collection. Approximately sixty antique medicine, ink, and ale bottles complete the collection

Conference Attendance

Sandy Covenor, Joyce Fay and Toni Faria attended the Preservation conference in Salem in September. Many examples of restorations were noted, as well as preservation efforts.

Sewall House Plaque

The delayed the creation of the plaque has continued for many years. It was initiated for the Bicentennial but never completed. This year the Commission will go forward with the plans to finally have the plaque completed and put in place.

Francis Wyman Association

In January, The Francis Wyman Association contracted to purchase beams from inside of the rear barn at Grand View. When the large rear barn was taken down at Grand View, the beams of a smaller original English barn were discovered. They will be preserved and used to build a barn on the site of the original barn at the Francis Wyman property. Chairman Norman Biggart took part in the Francis Wyman Association walk to the Amos Wyman House marker in Billerica in October. The Billerica Historical Society in conjunction with the Francis Wyman Association replaced the marker with a clearer chiseled bronze marker.



Inner Rear Barn

Request for additional members

The increase in the duties of the commission prompted a request to the Board of Selectmen for two additional members to be added to the commission. An amendment to the General By Laws, "Authorities, Commissions, and Committees" will be presented to the January Town Meeting for the approval of increasing the number of members from five to seven members.

Local History Hero Award

The Commission was pleased to nominate Robert Costa of Burlington for the *Local History Hero Award*, given every year by the Bay State Historical League. In May, the commission was notified that the Local History Hero award was given by the League to Mr. Robert Costa. The League recognizes the people who make an impact in neighborhoods, sites, schools, and towns across the Commonwealth. They are people who make a difference in their community. Every year the award is given to outstanding historians from cities and towns in Massachusetts. Mr. Costa for his continued interest and work in preserving the history of Burlington. In 2001 his book, *Images in America - Burlington*, was published by Arcadia Press. In the past he was instrumental in obtaining a grant for the printing of Lotta Rice Dunham's manuscript, *The History of Burlington 1640-1950*, edited by Robert Zahora. He was on Bicentennial Committee and is valuable resource for the Historical Commission. As a teacher at Burlington High School for thirty years, he incorporates local history in the beginning of his American history courses. The Commission was proud to have Mr. Costa chosen by the Bay State Historical League.



Award of Local History Hero from the Massachusetts historic League presented to Robert Costa – Commission members John DeMelo, Toni Faria, Robert Costa, Joyce Fay, Chairman Norman Biggart.

Thanks

Thank you to Mr. Russel of "Z" Corporation for donating the production of the CD's of John Fogelberg's articles created by Jim Ashworth.

A special thanks to the Burlington Historical Society who donated a bench to the front of the Museum.

Thanks and appreciation to the Historical Society members who have been a mainstay of the commission through out the year.

Thank you to Rob Zahora, who has donated time to the introduction of a computer to the Museum.

Our appreciation and thanks are extended to McCarthy Landscapers for the continued upkeep of the front of the Museum.

We wish to thank the following officials and offices that helped us through out the year. The Town Administrator, Robert Mercier, Assistant Town Administrator, Larry Rittenberg and the staff of the Selectmen's office.

Selectmen Al Fay, Dan McCormack, the archivist, Jane Chew, the Town Clerk, John Clancy, the Building Inspector, Doug Gillingham, and the custodial, and the general maintenance people.

A special thanks to Representative Charles Murphy for his help in obtaining a grant to help in the preservation of the Grand View Farm.

Respectfully submitted,

The Burlington Historical Commission
Norman Biggart, Chairman
Toni Faria, Secretary
Joyce Fay
Kathleen Horton
John DeMelo

Alternates, Gene Rossi, and Sandra Coven

Advisory Committee, Hope Paulsen and
Judy Wasserman

Photographs: All photographs taken by Toni Faria and Joyce Fay



Group photo of commission members: Left to right standing, Toni Faria, Norman Biggart, Sandy Coven. Left to right seated, Kathi Horton and Joyce Fay. Absent John DeMelo.

BEAUTIFICATION COMMITTEE

The Burlington Beautification Committee (BBC) is please to submit the following report for the year 2004.

During the year the committee typically takes on one major new task along with several ongoing projects.

1. The new project selected for 2004 was the renovation of the Dilorio Green at the intersection of Cambridge Street and the Burlington Mall Road. This was a significant project in that the area required landscaping changes, signage design and installation and sprinkler rework. This is an important location given its proximity to the exit ramp at Rte 95/128. The Dilorio Green was considered to be an excellent site for a "Welcome to Burlington" sign. This project was also selected to commemorate the 100th anniversary of the Rotary Club. Many hours were spent planning the redesign of the site. Several town agencies assisted the committee in this project e.g. DPW and Recreation Maintenance. Special thanks go to Doug Gillingham for his help and coordination activities. The landscaping was enhanced and the new sign installed.
2. We are pleased to report that many of the businesses along Cambridge Street, Bedford Street, Burlington Mall Road, Winn Street and Middlesex Turnpike continue to maintain attractive landscaped properties.

3. We are also pleased to report that a number of local landscapers and citizens of Burlington continue to maintain their assigned areas. They were acknowledged and thanked with appreciation by the Board of Selectmen at their meeting on Dec 13, 2004.

Around Burlington:

- Ron Given – Burlington Landscapers – the intersection of Center and Winn Streets
- Guilde Insurance – the Island on Olympia Way.
- Chris Clark – Cut Above Landscaping – Dilorio Green at the intersection of Cambridge Street and Burlington Mall Road.
- Jerry McCarthy – Mac's Landscaping – Historic Museum at Cambridge and Bedford Streets.
- Members of the Garden Club – Colonial Gardens in front of the Fire Station.
- Burlington Beautification Committee – Town Hall – Installed larger planters more in keeping with the architecture of the building.

Town Common:

- Davis Prato - Prato Associates - The Gazebo
 - Kevin Sullivan – Edward V. Sullivan Funeral Home – Corner of Bedford and Center Streets.
 - Member of the Garden Club and Beautification Committee - The flower planters located at the entrances to the common.
4. The Recreation Maintenance Department continued to maintain the Common's general appearance and provided significant help with the painting of the benches and cleaning of the lamp posts.

This was a busy year and a lot was accomplished with the help of a number of individuals and organizations. We thank you.

This report is respectfully submitted by the volunteer committee:

Carol Engel
Ed Hastings
George Major
Joan McSweeney, Secretary
Elaine Zuccaro, Chairman

SCHOOL COMMITTEE



School Committee: Front row (left to right): Sharon Sotiros; Christine M. Monaco; Rebecca McMahon, Student Representative. Back row (left to right): Thomas F. Murphy, Jr., Vice Chairman; John L. Vanella; Stephen A. Nelson, Chairman.

School Committee

	Term Expires
Stephen A. Nelson, Chair 25 Fairfax Street	2005
Thomas F. Murphy, Jr., Vice Chair 3 Lexington Street	2007
Christine M. Monaco 18 Corcoran Road	2007
Sharon Sotiros 17 Hart Street	2006
John L. Vanella 8 Pearson Circle	2005
Rebecca McMahon Student Representative	

The regular meetings of the School Committee are held in the School Committee Room, Open Space A, Burlington High School, 123 Cambridge Street, Burlington, on the second and fourth Tuesday of each month at 7:30 p.m. If a change in meeting dates is voted, a posting on the Town bulletin board is required by law. Information is secured by calling the Superintendent's Office.

SCHOOL COMMITTEE

2004 was a busy and productive year for the Burlington School Department. Throughout the winter and spring, the School Committee worked with the Administration and Town Officials to address budgetary constraints and the impact of rising special education costs on the School Department's overall budget. With the cooperation and assistance of the Board of Selectmen, a portion of the School Department's Special Education budget has been transferred to the Town side of the budget as a recurring expense. All State reimbursements for Special Education tuitions will go directly to the Town's General Fund. As a result of this agreement, the School Committee was able to approve an FY 05 budget which met the recommended 2% maximum increase over the prior fiscal year without significantly impacting the quality of education in Burlington. The continued generosity of Jack and Shelley Blais, who contributed \$200,000.00 towards the acquisition of much needed textbooks, allowed the Burlington Public Schools to meet the challenge presented during this fiscal year to continue to replace outdated textbooks with new materials aligned with the Department of Education's curriculum frameworks.

In May of this year, Town Meeting approved a warrant article to fund the replacement of the heating and ventilation system at the Marshall Simonds Middle School and to add an air conditioning component to the system. Under the guidance and leadership of Mr. Craig Robinson, the HVAC System at the Marshall Simonds Middle School was installed and operational on time and within budget. We are grateful to Mr. Robinson and to Dr. Picone for all of their efforts in securing the approval and completion of this project.

Burlington students continue to exhibit outstanding achievement on the MCAS Testing. One hundred percent of the students graduating in 2004 passed the examination, and ninety-nine percent of the students who will graduate in 2005 have passed the exam. The Department of Education recognized the Town of Burlington for the significant progress demonstrated by the students over the past several testing periods. The School Committee would like to acknowledge the leadership of Katie Spinos, Assistant Superintendent for Curriculum and Instruction, for her tireless work in updating the curriculum and working with the

principals and teachers to improve student performance.

Superintendent Dr. James Picone completed his first year as leader of the district, and he received exceptionally high marks from the Committee at the time of his evaluation. The Committee thanks Dr. Picone for his outstanding efforts in working to improve the quality of education in Burlington.

The School Committee continues to focus on the issue of rising enrollments and space needs at the Marshall Simonds Middle School and the Memorial Elementary School. In January of 2005, Town Meeting will be asked to fund a study to be performed by an outside consultant who will be retained to prepare an education and facilities Master Plan for the entire Burlington School System. Drawing on the results of this study, the Committee will propose an appropriate plan to address our space needs.

The issue of school security came to the forefront in 2004 as a result of two unrelated incidents of criminal activity in the vicinity of our school buildings. The Committee will continue to review recommendations for the implementation of security measures and will submit a request for funding at the annual Town Meeting in May of 2005.

In October of this year, a visiting team of educational leaders came to Burlington High School as a part of the reaccreditation process. The administration and staff at Burlington High School have been preparing for this visit for approximately two years. Although the final report will not be available until sometime in 2005, the initial comments from the visiting team were highly commendable. All of the Committee members would like to thank High School Principal, Linda Hayes, members of the Administration and the high school faculty who worked tirelessly to prepare for the reaccreditation and the week-long visit by the reaccreditation team.

The School Department was especially pleased to honor Dr. Roderick MacKinnon, a 1974 graduate of Burlington High School, who was awarded a Nobel Prize in chemistry. Dr. MacKinnon came to the high school in May, and was an inspiration to the faculty and the students throughout his visit.

The School Committee was also pleased to welcome a new partner in the pursuit of excellence in education, the Burlington Education Foundation (BEF). The BEF is a non-profit organization whose mission is to promote communi-

ty involvement in education by channeling donations from businesses and individuals to provide Burlington teachers with an alternative source of funding for curriculum enrichment programs. A highly successful spelling bee fundraiser was held in October, generating over \$13,000.00 in tax-deductible donations which will be used to fund grants to classroom teachers. The Committee looks forward to working with the BEF in this exciting new venture.

The Committee would like to thank all School Department employees for their continued efforts in providing our students with a first class education. The Committee is especially grateful to Sharon Gilbert, our secretary, for her outstanding efforts. Likewise, the Committee would like to thank Rebecca McMahon, the student representative to the School Committee, for keeping the School Committee abreast of the activities and events taking place at the high school.

All of the Committee Members thank the citizens of Burlington for their continued support of the Burlington Public School System. We look forward to a challenging year ahead, and we welcome and encourage members of the community to volunteer their time and talents to the school system.

Respectfully submitted,

BURLINGTON SCHOOL COMMITTEE

Stephen A. Nelson, Chairman

Thomas F. Murphy, Vice-Chairman

Christine M. Monaco

Sharon Sotiros

John L. Vanella

Superintendent of Schools

James L. Picone	B.S., Salem State College M.A., Suffolk University Ed.D., Boston College
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Assistant Superintendent for Curriculum and Instruction

Katie Spinos	B.A., Boston College M.Ed., Boston College M.S.M., Lesley College Ph.D. Candidate, Boston College
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Director of Finance and Operations

Craig Robinson	B.S., University of Vermont
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Director of Pupil Services

Cathleen Estep	B.A., Rosemont College M.Ed., Boston University C.A.E.S., Boston College Ph.D., Boston College
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Burlington High School Administration

Linda A. Hayes Principal	B.A., University of Massachusetts M.Ed., Fitchburg State College C.A.G.S., University of Massachusetts
Michael Hickey Associate Principal	B.S., Keene State College M.A., Salem State College M.Ed., Lesley University
Richard T. Sheehan, Jr. Associate Principal	B.A., Stonehill College M.Ed., Salem State

Marshall Simonds Middle School

Richard J. Connors Principal	B.S., Salem State College M.Ed., Boston University
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Elementary Schools

Eric W. Sprung Principal Fox Hill School	B.A., University of Pittsburg M.Ed., University of Pittsburg M.Ed., George Mason University
Kathleen Burns Principal Francis Wyman School	B.S., Framingham State College M.Ed., Boston State College
Robert L. Teel Principal Memorial School	B.A., University of Massachusetts M. Ed., Boston State College
T. Jane Graham-Dwyer Principal Pine Glen School	B.S., Salem State College M.Ed., Northeastern University

SUPERINTENDENT OF SCHOOLS

The 2004/2005 school year began on August 30 with the introduction of 32 new professional and support staff members who were hired over the summer to replace veteran staff members who retired. The changes in personnel will reach record numbers at the end of this year as another wave of retirements is expected. My administration is working on ways to attract and maintain highly qualified teachers and instructional assistants for our classrooms.

The school department operating budget was submitted to Town Meeting and subsequently approved at an increase of two percent over the prior year's appropriation. In an effort to comply with the budget recommendation set by the Board of Selectmen and the Ways and Means Committee, a subcommittee comprised of members of the School Committee, the Board of Selectmen, the Town Administrator and the School Department met to discuss funding for Special Education programs. After several meetings, a recommendation was made to transfer LABBB tuition, out-of-district tuition, and all Special Education transportation from the school budget to the town budget. The reasoning behind the transfer was that Special Education is a fixed cost and should be included in the town budget along with other fixed costs. The impact of this recommendation allowed the school department to restore several staff positions slated for reduction. This budget strategy prompted inquiries from other towns and school departments about how they could implement a similar agreement for their districts.

The school department also faced a reduction in supplies, equipment, and textbooks for the FY05 school year due to the budget restrictions. Thanks to the generosity of Burlington High School Graduate Class of 1956, Mr. Jack Blais and his wife Shelley, we were able to update textbooks in the area of Mathematics, Science, and Social Studies at all grade levels. The Blais' donated \$200,000 to the Burlington School Department.

In May the Burlington School Department was audited by a team from the Department of Education Office of Education Quality and Accountability. The mandatory audit was scheduled for all school districts in Massachusetts and the purpose of the audit was to determine how well each district spent funds granted by the Education Reform Act of 1993. The auditors looked for evidence of increased student

achievement as measured by MCAS test results. Their examination covered five domains including: Assessment and Evaluation, Curriculum and Instruction, Student Academic Support Services, Leadership and Governance, and Business and Finance. The 103 page audit report was released in August and the findings can be summed up in one statement contained in the report. "The Burlington Public Schools was among the high performing school systems in the Commonwealth."

A Warrant Article in the amount of \$4.8 million was presented to Town Meeting in May to replace the HVAC system at the Marshall Simonds Middle School. Since the article required bonding, a two-thirds majority vote was required for passage and despite the large dollar amount, Town Meeting approved the project by an overwhelming vote. During the summer, the forty-three year old steam heating system was replaced with an energy efficient hot water system that has greatly improved the teaching and learning environment at the Marshall Simonds.

In the fall, Burlington High School was visited by a team of educational consultants from the New England Association of Schools and Colleges as part of the ten year reaccreditation process. The visiting team spent four days observing classes, talking with students, staff, and school administrators, School Committee members, and the Town Administrator about teaching, learning, curriculum, assessment, school resources, and community support for education. The reaccreditation report was recently released and the findings are impressive. Principal Linda Hayes, her administrative team, the faculty and support staff, are to be commended for their team effort in preparing for the reaccreditation. This report can be found on the Burlington School Department website.

I am grateful to have a wonderful group of administrators, teachers, and support staff who do an outstanding job everyday providing a quality education to the students entrusted to us. I am thankful to report to a supportive School Committee who works to ensure that the Burlington schools maintain a vision, direction, and focus on improving student performance. I am appreciative of the support that we receive from the Town Administrator and his staff as well as the support we receive from the Ways and Means Committee and Town Meeting.

I, along with the Assistant Superintendent for Curriculum and Instruction, Katie Spinos, and the Director

of Finance and Operations, Craig Robinson, look forward to another successful and exciting school year in Burlington.

Respectfully submitted,

James L. Picone, Ed.D.
Superintendent of Schools

CURRICULUM AND INSTRUCTION

During the 2004/2005 school year, Burlington is focusing on several key initiatives. Throughout grades K-12 the school system continues to focus on strengthening literacy, developing mathematical skills and concepts, and updating our social studies curriculum. There are also specific initiatives at each level and school, including ongoing efforts for mentoring new staff, professional development for all and identifying best practices to improve the achievement of all students. Over the summer, Burlington's curriculum work and excellent professional development were recognized by the Office of Educator Quality and Accountability. The State's approval and high ratings reflect the collaborative effort of many teachers and administrators, and the extensive planning and commitment of the school system to teaching and learning.

At the high school level, faculty and administrators continue to map and develop curriculum to align with state frameworks and successfully prepared for the New England Association of Schools and Colleges, Inc. (NEASC) accreditation visit in October. Faculty worked on curriculum over the summer months and again updated course expectations tied to both the high school mission statement and state frameworks. The school sent a team of faculty and administrators with a School Committee representative to the 2004 Model Schools Conference at the start of the summer. This inspirational conference provided ideas to further focus the literacy initiative planned for the high school and resulted in the creation of various study groups to better use data to inform school-wide practices. Funding was designated for the PLAN assessment for all grade 10 students and the SRI for all grade 9 students. This will begin to provide benchmarks and better understanding of the literacy skills of all ninth and tenth graders. Both tools provide insight that can inform decision-making (e.g. text book recommendations that match reading levels) and help faculty target individual students' strengths and areas for improvement. The curriculum office, working with the teacher recommendations and the principal, created a resource collection for teachers on literacy. A number of

guides, reference materials and other resources for teachers on topics like reading in the content areas are now available and circulated through the BHS library. In addition, the initial professional development on opening day was kicked off by Dr. Peter Pappas who provided specific strategies geared to content teachers and their need to develop and strengthen students' reading within their subject areas. The Data Team at the high school also received training in assessment strategies by Dr. Chris Lyons; using this experience the team identified an action plan to flow useful information to the ILT. The leadership from the high school instructional leadership team (ILT), especially the high school principal, has resulted in a focused mission and solid planning on curriculum and professional development.

Articulation between the middle and high school was identified in the high school self study as an area requiring additional time. An entire professional development day (11/2) was designated for department based discussions across grades 6-12. Each team was asked to identify next steps as an action plan and to use this to guide recommendations for additional articulation and collaboration across grades. For example, the science faculty decided to plan March professional development focused on needs identified during their November discussion, including exploring the high school science labs with the eye to strengthening the connection to middle school. The world language teachers also identified priorities for improving articulation across grades, including clarifying learner expectations and common learning resources from grade 7 on, and addressing student interest and motivation to pursue languages.

The middle school continued work on social studies, identifying key new texts and articulating learning expectations for grades 6-8. Preliminary work at the middle school is also underway to review and propose new mathematics materials and approaches to better align with standards-based math. Funding resources have been designated for math review, including professional development and related teacher work. With the writing specialist, Bette Murray's leadership and creativity working with a few key teachers and Joan Tuttle, Middle School Team Leader, Marshal Simonds Middle School is the recipient of a multi-year arts' council grant to fund a poet in residence. The poet is working this school year with all grade 6 students and faculty. The program provides enrichment for students and professional development for teachers; the end prod-

uct will include curriculum work that can be utilized by the teachers again in future years.

The elementary school faculty are phasing-in the newly aligned mathematics learning expectations. New programs, Bridges in Mathematics for grades K and 1 and Investigations in Number, Data and Space for grades 2-5, along with literature and manipulatives, were purchased in 2003/2004 as teaching resources. Three professional development days have been dedicated to continuing the training for grade 2-5 teachers in mathematics. The early childhood curriculum specialist, Kathy Lawless, and the math specialist, Kathy Fitzgerald, have also worked closely with teachers modeling lessons and co-teaching to assist with the implementation across all four elementary schools. Greg Tang kicked off the school year, connecting poetry in mathematics for elementary teachers; collaborating with the PTOs he will be visiting each school in April to also work with students.

New social studies resources were also piloted and are beginning to be purchased for various grades. Several teachers attended a week-long intensive training on the Responsive Classroom during the summer; follow-up one day training was conducted for all elementary staff. Teacher reference guides and resource materials were also purchased for each school. The Blais' donation targeted for social studies, provided initial funding towards the Responsive Classroom social skills/civics training and materials, and grade 3 Massachusetts books and resources. Work continued aligning social studies with recently revised social studies frameworks. As part of our efforts to learn more about the diverse students attending Burlington Schools, we scheduled two series of seminars about India (culture, geography, arts, etc.); one is targeted for Administrative Council and the second for a team from each of the six Burlington schools. Primary grade teachers and specialists also attended a workshop at Peabody Essex Museum that included storytelling, art and dance of India. Related curriculum work, partially funded through a grant, is anticipated in the spring and summer, to connect the seminars and professional development across schools.

Burlington Schools was awarded a federal foreign language assistance project grant for the current school year and CASIT funds for just under a quarter of a million dollars this school year. The grant is renewable for a total of three years pending federal funds. This project enables Burlington to offer Italian language in grades 1-5 twice each

week throughout the school year via Italian language teachers. The grant also includes funding for interdisciplinary connections between math and Italian that enables teachers to create learning centers that allow students to practice both acquired math skills and concepts and Italian language. The curriculum connection happens through teachers of math and Italian collaborating in the design of curriculum materials and through students working independently in learning centers during classroom instructional time. Additional funding is designated for professional development for teachers, including language and culture programs, travel study and articulation of Italian language learning from grades 1-12. New curriculum materials were purchased and teachers continue to be creative in making age appropriate materials. An after school program is also offered during three 8-week periods for students interested in additional Italian language and culture learning opportunities. Overall the students and staff have embraced the opportunity to provide Burlington school children with an engaging opportunity to develop their world languages and interest in diverse culture, arts, geography and now math!

In addition to initiatives discussed above, the curriculum office provides support for teachers including oversight of the mentor program and coordination of professional development. Professional development opportunities are also planned to support the implementation of curriculum, broaden instructional strategies and to better connect assessment to teaching and learning. An inservice budget reduction (by approximately 60% of FY04 dollars) impacted the capacity to deliver the broad array typical in past years but through creativity, partnerships and grant funding many efforts were sustained. Professional development days are designated within the school calendar. Programs are also offered throughout the year via partnerships with organizations like Teachers as Scholars, NESDEC, Primary Source, and subject area organizations like the Massachusetts Association of Foreign Language Teachers (MAFLA) or Computer Using Educators (Mass CUE).

The curriculum office also offers special programs for students. In the summer over 200 students participated in literacy programs at either Francis Wyman or Pine Glen elementary schools for two or four weeks. The summer literacy programs strengthen students reading and writing, and keep students reading over the summer, which is critical to retaining skill levels for the start of each school year. We also offered two one-week institutes over the summer for secondary students emphasizing the connections between

arts and literacy; one program involving poetry and digital photography, another storytelling via the use of drawing (anime). During school vacation weeks two math camps are being planned with teachers and the principals of Pine Glen and Memorial schools; these hope to target students preparing for the math MCAS exams in grades 3-5. Enrichment opportunities provide a basis for boosting students' confidence and developing academic skills. Combined, the Italian language and culture after school programs and these vacation programs, serve hundreds of Burlington students beyond the school day in 2004-2005.

Respectfully submitted,

Katie Spinos

Assistant Superintendent
for Curriculum and Instruction

BURLINGTON HIGH SCHOOL

Over the past year the faculty and administration of Burlington High School prepared and accepted self-study reports on the school's adherence to the Standards for Accreditation by the Commission on Public Secondary Schools of the New England Association of Schools and Colleges. These reports highlighted Burlington High's mission and expectations for student learning, curriculum, instruction, assessment for learning, leadership and organization, school resources and community resources. The completion of the self-study was followed by an on-site evaluation of Burlington High School by a visiting team of 16 educators from New England, chaired by Mr. Paul Daigle, Superintendent of the Mendon-Upton School District, and Mr. Robert Gillis, Principal of Gardner High School.

The Evaluation Team visited the school October 17-20, 2004, to review and determine the extent to which the school met the Standards for Accreditation. During their visit, members of the Evaluation Team met with teachers, administrators, parents and students. The Team also visited classrooms, examined examples of student work, toured the facilities and met with the School Committee.

A draft of the Report of the Visiting Committee was submitted to the High School Principal, Linda Hayes, in December for review and comment. The Final Report of the Visiting team will be made public prior to the Commission's meeting in March. At its spring meeting the Commission will vote whether to extend the accreditation

to Burlington High School with or without conditions.

The MCAS passing rate for the BHS Class of 2004 was 99.5% with only two students not passing either the English Language Arts or Math tests. Furthermore, under the federal guidelines created by *No Child Left Behind Act*, Burlington High School issued its second annual report card indicating that BHS made Adequate Yearly Progress (AYP), exceeding its proficiency index target for the mid-cycle period of the accountability program. The 2004 MCAS results also showed a significant increase in the numbers of students scoring advanced and proficient and declines in the number of students scoring needs improvement and failing.

Mr. Michael Hickey assumed the responsibilities of Associate Principal in July 2004. At the end of the school year a number of veteran teachers retired including: Mr. Steven Anderson, Ms. Maura Bullock, Ms. Kathy Dalton, Mr. David Luther, Mr. Allan Mazur, Mr. Michael Pace, Ms. April Strickman, Mr. Richard Surmach, and Mr. Donald Tocci. The faculty, administration and students of Burlington High School were also saddened by the deaths of teachers Ms. Karen Plasse and Mr. John Nolan, and Coach Nina Warner.

The following faculty joined the staff of Burlington High School this year: Ms. Cynthia Brown, Ms. Leslie Chambers, Ms. Gloria Deutsch, Ms. Sharone Hardesty, Ms. Ilaria Hoerle, Mr. Nathaniel Ladd, Ms. Diana Lombardo, Mr. Steven Meitner, Mr. Fred Miksenas, Mr. Patrick Moreno, Ms. Kristi Simmons, and Mr. Philip Vachon. Mr. Todd Saxon and Ms. Callie Graham joined the faculty on an interim basis while Mr. Benjamin Lally and Ms. Rachel Zucker pursue their graduate studies.

A summer school program was offered to 9th grade students identified as at-risk for failing the MCAS test. Funding for this program was provided under an Academic Success Grant from the Massachusetts Department of Education.

In the spring of 2004 a number of distinguished alumni returned to Burlington High School to talk to students and staff about their experiences at Burlington High School and their career choices and paths. The visitors included Dr. Roderick MacKinnon '74, co-recipient of the 2003 Nobel Prize for Chemistry; Mr. Steven Wright '73, comedian and actor; and Ms. Amy Poehler '89, comedian and actress (*Saturday Night Live*).

Computer upgrades were made to the music technology lab, the main office computers and the guidance department computers. Renovations to the John Edward Fogelberg Auditorium included replacement of seats and carpeting.

The summer reading program provided a choice of readings this year on the theme of community. A follow-up activity for students who participated in the reading program included a team competition based on the *Survivor* TV shows. The *Passing the Legacy Project* and those who made it possible were recognized at the Annual Veterans Day assembly. The video taped interviews of veterans made possible through the efforts of Veterans Agent, Robert Hogan; BHS teachers: Mr. Jason Lord, Mr. J. Luke Day, and Mr. Kevin Field; and a number of high school students were shown on BCAT during the week of Veterans Day.

Students participated in a number of other community service projects including the Walk against Breast Cancer, the collection of winter coats for those in need, fundraising projects for AIDS orphans in Africa, and the mailing of packages to the troops.

Respectfully submitted,

Linda A. Hayes, CAGS
Principal

ART DEPARTMENT

The Burlington High School art program continued its exemplary efforts as five Burlington art students won awards at the 54th, Boston Globe sponsored, Scholastic Art competition. This year 3,400 works of art were entered in fourteen categories to the statewide competition. Our students were among the 1,250 students who received honors in the annual competition for students in grades 7 – 12, representing all public and parochial schools. Of 385 entries, Rachel Faller's portfolio was one of 128 selected for national judging in New York.

Miss Faller also won two "Silver Keys" for her drawing and ceramic works. Rachel continues her art career at Maryland Institute of Art. Another "Silver Key" was awarded to Digital Art student, Chris Mason. Honorable Mentions were given to photographer Janelle DePiano and to Aileen Noonan for her drawing. The only "Gold Key" awarded to a Burlington student was presented to Rebecca McMahon for her outstanding drawing.

Burlington students, again, participated in the Congressional High School Art Show sponsored by Montserrat College of Art. Portfolio/Digital Art student, Michela Means was honored with the "Best in School" award presented by Congressman James Tierney.

Thirty Burlington students, the largest number in the long history of our involvement, exhibited their art works at the High School Art Majors Exhibition sponsored by the Lexington Arts & Crafts Society. This exhibit, shared with several neighboring communities, celebrated Burlington student accomplishment by offering nearly one third of its display area to our young artists. These outstanding art students presented their work: Joel Atlas, Michaela Baril, Jessie Caterino, Amanda Creekmore, Kristen Fahey, Alysse Geradi, Ivan Gombya, Brittney Gormley, Steve Harvey, Dan Hogarty, Ashley Howe, Tiffany Huang, Rachel Kerstein, Kat Lambert, Leigha Levesque, Kara Litchfield, Chris Magliozzi, Robyn Maquire, Leanne Manousaridas, Bennett McMillan, Mike Miller, Amanda Murphy, Aileen Noonan, Patrick O'Brien, Michael O'Neill, Harry Skourtis, Ashley Vincett, Colleen Welch, Jason Yeadon and Jay Yeadon.

Our annual "Spring Exhibition" respectfully bid farewell to its 30 year traditional "Exhibition" theme and show format. This year marked the first in a series of theme based presentations, this first theme designated as "Identity". As always, over 1,000 works of art were exhibited in the high school library and main lobby representing exemplary student work from each course within the art program. This year, however, 15 senior art students were offered individual alcoves to display their portfolios. This innovation not only worked as a motivation for these students and the underclassmen who will present next year, but significantly increased attendance.

Ashley Vincett was selected to represent Burlington High at the seventeenth annual All-State Festival at the Worcester Art Museum. All State is jointly sponsored by the Museum, the Massachusetts Art Education Association, the Massachusetts Alliance for Arts Education, and the Massachusetts Directors of Art Education. Miss Vincett was inspired to participate in a number of art offerings during her senior year and looks forward to acceptance in an art school upon graduation.

Graduating students were accepted at Maryland College of Art, Mass College of Art, University of Massachusetts (Dartmouth) and Maine College of Art.

In keeping with Burlington's commitment to the fine arts, other notable events occurred in 2004. First was an enrichment opportunity offered this summer for students in grades 6 – 12. During the first week of August, over 30 young students participated in an interdisciplinary course entitled *Poetry Writing and Digital Photography*. In a team approach, participating students were instructed by Mr. Steve Ratiner, a recognized local poet and author, Ms. Bette Murray, Literacy Coordinator, and Mr. Wayne Little, high school photography teacher. Inspired by a visit to Walden Pond in conjunction with "The Walden Project", students wrote and photographically illustrated their own poems. The following week was highlighted by another collaborative effort between Ms. Murray and high school art teacher Mr. George Ratkevich, entitled *Writing and Drawing for Comics*. Also this year a Digital Art course has been added to the night school program and is taught by Mrs. Christina Chang-Riley from the high school.

Last, of note, was an art auction and wine tasting event organized by the Grandview Farm Advisory Committee, and its Chair, Ms. Mary Ippolito in conjunction with the Burlington High School art department and other community volunteers. With as many as 200 local participants, the auction offered the works of over sixty Burlington High School alumni and local artists. Upon payment of all costs this non-profit fundraiser collected more than \$9,000 to benefit the reconstruction efforts of the Marion Tavern at Grandview Farm and highlighted the legacy of alumni talent and participating residents.

Respectfully submitted,

Wayne D. Little

Art Department Chairman

Photo by W.D. Little



Burlington High School was well represented at the annual Boston Globe Scholastic Art Exhibition. Proud entrants and award winners share their enthusiasm. (Front row: left to right) Samuel Faller, Alyse Gerardi, Mike Sapienza, Rachel Faller, and Chris Magliozzi, (Back row: left to right) Chris Mason, Janelle DePiano, Jason Yeadon and Rebecca McMahon.

ENGLISH DEPARTMENT

BHS students continue to post impressive scores on the MCAS exam. With 96% passing the English exam on the first try, it is clear that ours is a solid program of instruction that offers every student a challenging, rigorous English curriculum. Twenty-one students earned college credits by passing the Advanced Placement English exam. Most impressive is that our students collectively outscored other AP students throughout the country. For example 60% of BHS students scored in the highest categories compared to 31% of students nationwide.

Collab magazine again won accolades for its fine publication from both Columbia University and the Scholastic Press. Advisors, Kathleen Dalton, Lucille Flammia and George Ratkevitch are to be commended for their fine work and for keeping Collab's storied history alive. The magazine is in good keeping this year as Nicole Fuller joined Flammia and Ratkevitch to advise our budding writers, artists and editors.

The English Department mourned the passing of retired English teacher, Marie McVea Yazbak. Marie was a beloved colleague and teacher who taught ninth grade English for more than 35 years. Her grace and good humor inspired hundreds of Burlington students.

Two esteemed colleagues who served the students of BHS with distinction retired in June. Kathleen Dalton taught literally every course offered in the English Department prior to a ten year stint in the middle school. Maura Bullock came to Burlington in 1974 as department chair and held that position for 11 years. After a maternity leave, she returned in 1988, and continued to teach the AP course, which she instituted in 1974. Hundreds of Burlington students benefited from the work of these remarkable, dedicated professionals.

The department welcomed two new teachers to replace Dalton and Bullock. Callie Graham, a BHS graduate, returned to Burlington after graduating summa cum laude

from Roger Williams College. Also joining the staff is Diana Lombardo, a Boston University graduate, whose experience includes teaching advanced placement English in Wakefield for 6 years.

Respectfully submitted,

Robert W. Casey,
English Department Head

FAMILY AND CONSUMER SCIENCE, BUSINESS, TECHNOLOGY EDUCATION AND YOUTH TECH ENTREPRENEURS

The **Family and Consumer Science** program is comprised of two components, Child Development and Culinary Arts. The Child Development Program, led by teacher Rosemary Bransfield, continues to serve the needs of the Burlington community by providing a pre-school program for Burlington residents. From a pool of applicants, sixty-five BHS students are chosen to work in the program. The Culinary Arts program, which is headed by teacher Marjorie Arcand, offers courses in Food Preparation, Professional Cooking, and Gourmet Foods.

Youth Tech Entrepreneurs (YTE), now in its fifth year, allows students the chance to participate in student community service projects such as maintaining and upgrading the Burlington School System web pages. Lisa Francescon continues to teach YTE course offerings in Web Design, Computer Technology, and Advanced Computer Technology.

The **Business** program, headed by teacher John Hayes, gives BHS students a variety of courses from which to choose. Course offerings include College Accounting, Business Management, Business Law, and Introduction to Marketing.

The **Applied Technology** program, under the leadership of first year teacher Philip Vachon, continues to offer courses in Applied Technology and Engineering Technology. In addition, Mr. Vachon will be field testing a new technology/engineering course, Engineering the Future, designed by the Museum of Science in Boston.

Respectfully submitted,

Michael T. Hickey
Associate Principal

FOREIGN LANGUAGE DEPARTMENT

The Foreign Language Department offers the study of French, Italian, Latin and Spanish in a five-year sequence.

All of our Advanced Placement students in Spanish earned college credit on this highly competitive college-level exam.

The department has begun work on a five-year curriculum update. During this past summer, Mrs. DeBellis and Ms. Abbott worked on curriculum templates and maps for beginning language courses in Latin and Spanish. Teachers plan to review the upper level courses over the next year.

Members of the department, including Ms. Abbott, Mrs. Borin, Mrs. DeBellis, Ms. Gilmartin and Mrs. Walton, have attended workshops or courses in language instruction. In June, Mrs. Walton attended the Model Schools Conference in Washington, D.C.

Mrs. DeBellis continues as advisor to Latin Club and Mrs. Walton serves as advisor to Spanish Club. Ms. Abbott remains advisor to the Class of 2006.

The Foreign Language staff has undergone several changes. In June, Mr. Allan Mazur retired after thirty-four years as a French and Spanish teacher and Mr. Richard Surmach retired after thirty-two years as a teacher of German and Italian. Two new members of the department are Italian teachers Mrs. Ilaria Hoerle and Mr. Patrick Moreno.

Respectfully submitted,

Maria P. Walton
Foreign Language Department Head

MATHEMATICS DEPARTMENT

The Math Department continues to carry out the mission of Burlington High School by providing a challenging and relevant curriculum. AP Calculus, Computer Programming, MCAS integrated math, inclusion math and a variety of other courses are offered to meet the diverse needs of all students.

Under the guidelines of the federal *No Child Left Behind Act*, the Burlington High School NCLB report card showed a significant increase in the numbers of students scoring Advanced and Proficient on the MCAS Mathematic Examination and a corresponding decrease in the numbers of students scoring Needs Improvement and Failing.

Establishing a three-year trend, students taking the 10th grade Math MCAS test have exceeded the targets set for achieving Adequate Yearly Progress as indicated by the NCLB mid-cycle AYP report.

In June 2004 two veteran math teachers retired after distinguished careers at Burlington High School. Mr. Michael Pace and Mrs. April Strickman concluded their careers at BHS, leaving a legacy of commitment and dedication to the school and their students. Teachers Fred Miksenas and Kristi Simmons joined the faculty in August 2004 to fill the vacancies created by these retirements.

In October 2004 the faculty at Burlington High School was saddened by the death of their colleague and friend, Mr. John Nolan. Mr. Nolan taught mathematics and computer programming at BHS for over 35 years. He is sorely missed by his fellow math teachers and BHS students. Mr. Josh Murphy, a Burlington High School graduate, was hired to fill the vacancy created by Mr. Nolan's passing.

During the summer Mrs. Jean Saxe and Mr. Fred Miksenas reviewed and revised the Math Review and Integrated Math curricula in keeping with the department's 5-year curriculum plan. Throughout the year members of the department have attended numerous workshops and conferences including: Teachers as Scholars, AP workshops, MCAS workshops and the NCTM conferences. Mr. Karl Liljegren joined a team of 11 teachers and administrators who traveled to the Model Schools Conference in Washington, D.C. As part of the conference, Mr. Liljegren assisted in the development of a Model Schools Action Plan which has been incorporated into the BHS School Improvement Plan.

The 2003-2004 Math League team had another successful year. The members won all 6 of their division meets and finished tenth in the 40-member school league. The Team advanced to the Eastern Massachusetts Championships held at Hudson High School on April 8, 2004, where 34 teams from math leagues across the state competed. The students who competed at the championship meet were: Vishal Patel, Laura Young, Rachel Bainbridge, Galina Gartsman, Binhminh Tu, and Amrita Saigal.

Respectfully submitted,

Linda A. Hayes
Principal

HIGH SCHOOL PUPIL SERVICES DEPARTMENT

The High School Pupil Services Department has worked to meet the diverse and complex needs of the high school student population. The Guidance Counselors, through the use of varied counseling techniques, work with students to identify and remediate problem areas as well as to help them develop appropriate educational/career goals and courses of action to achieve those goals.

The program for special needs students continues to be effective in identifying learning problems while offering in-depth special needs support and academic diversity for those students with learning disabilities. In the 2004/2005 school year, inclusion courses were significantly increased in the areas of English, Mathematics and Science. In these courses special education teachers provide direct support and service to students in mainstream academic classrooms.

This past June, Ms. Jean Kelly resigned her position as instructor in the Alternative Education Program at Burlington High School. Ms. Sharone Hardesty has assumed the Alternative Education instructor position vacated by Ms. Kelly's resignation. Additionally, Mr. Nathaniel Ladd has assumed a special education instructor position at Burlington High. Mr. Ladd primarily serves as an inclusion teacher.

The Guidance Department hosted representatives from fifty-one colleges and technical schools who spoke to interested students regarding admission requirements, costs and financial aid information during conferences at the high school. The Guidance Department also cosponsored a regional college fair held at Shriner's Auditorium that had representatives from over two hundred colleges and universities.

The 2004 Burlington High School Scholarship Program, affiliated with the Burlington Community Scholarship Foundation, produced highly successful results. One hundred eighty three donors contributed to the 2004 program. Three hundred fifty seven scholarships, totaling \$339,900.00, were awarded at the presentation ceremonies. Our deepest gratitude is extended to the local individuals, civic groups and business organizations that contributed to the scholarship program. Since 1988, four thousand seven hundred sixty eight scholarships totaling \$3, 603,657.00 have been awarded to the graduates of Burlington High School.

The following is a profile of the Class of 2004:

Size of Graduating Class:	215 students
Number of Students Continuing Education:	188 or 87.4% of Class
Number of Students Seeking Employment:	20 or 9.3% of Class
Number of Students Entering Military Service:	5 or 2.3% of Class

Continuing Education Information:

Four-Year Baccalaureate Programs: . . .	149 or 69.3% of Class
Four-Year Public Institutions:	71 or 33.0% of Class
Four-Year Private Institutions:	78 or 36.3% of Class
Two-Year Associate Degree Programs: . . .	37 or 17.2% of Class
Two-Year Public Institutions:	32 or 14.9% of Class
Two-Year Private Institutions:	5 or 2.3% of Class
Educational/Vocational Non-Degree Programs:	2 or 0.9% of Class

2004 CEEB Test Summary:

199 students tested out of a class of 209 or 95%

Mean Verbal Score: 517 Mean Math Score: 543

SAT I Cumulative Percentages

(Per Cent of Students scoring at or above a given range):

	Verbal	Math
Above 700	4%	5%
Above 650	13%	15%
Above 600	23%	29%
Above 550	35%	48%
Above 500	53%	67%
Above 450	72%	81%

Of Scores In A Given Range:

	Verbal	Math
750-800	3	1
700-740	3	7
650-690	17	20
600-640	20	28
550-590	24	38
500-540	36	37
450-490	37	28
400-449	31	20
TOTALS	171	179

SAT II Mean Scores:

Writing:	593	Literature:	590
Biology M:	573		
Math Level IC:	595	Math Level IIC:	641
Biology E:	554		
Chemistry:	634	American History:	630

Two members of the Class of 2004 were recognized as National Merit Scholarship Recipients. Seven members of the Class of 2004 were recognized as Advanced Placement Scholars for their performance on the Advanced Placement Examinations. In addition, five members of the Class of 2004 were recognized as Advanced Placement Scholars with Honor and one student was recognized as an Advanced Placement Scholar with Distinction.

MCAS Test Results Summary:

Beginning with the Class of 2003 all students must pass both the MCAS English Language Arts Test and the MCAS Mathematics Test prior to receiving a high school diploma.

Testing results for the Class of 2004 are as follows:

Original Enrollment of Class of 2004: 220 students
 Passed both the English Language Arts and Mathematics tests: 218 students or 99.1% of Class
 Passed the English Language Arts test: 219 students or 99.5% of Class
 Passed the Mathematics test: 219 students or 99.5% of Class
 Scored either proficient or advanced on the English Language Arts test: 175 students or 79.5% of Class
 Scored either proficient or advanced on the Mathematics test: 116 students or 52.7% of Class

**Testing results through October 2004
for the Class of 2005 are as follows:**

Original Enrollment of Class of 2005: 235 students
Passed both the English
Language Arts and
Mathematics tests: 233 students or 99.1% of Class
Passed the English
Language Arts test: 233 students or 99.1% of Class
Passed the Mathematics
test: 234 students or 99.5% of Class
Scored either proficient
or advanced on the English
Language Arts test: 168 students or 71.5% of Class
Scored either proficient or
advanced on the
Mathematics test: 146 students or 62.1% of Class

Respectfully submitted,

Thomas Imbriglio
Support Services Coordinator

READING

The Reading Specialist at Burlington High School continues to coordinate all aspects of reading development, study skills, and basic skills support for mainstream students. These services include testing, diagnosis, evaluation, consultation, and instruction in all verbal areas. Individualized programs are designed for students based on diagnostic test results, classroom performance, and other assessment indicators. Counselors, teachers, parents, and students initiate referrals to the office of the reading specialist.

This year, as a direct result of our participation in the 2004 Model Schools Conference in Washington D.C., our school community has embarked on a literacy initiative which is piloting two new programs for testing and evaluation. These assessment instruments, the Scholastic Reading Inventory (SRI) for all freshmen, and the PLAN test for all sophomores, has given us valuable data about the critical reading of our younger learners.

Respectfully submitted,

Robert F. Conceison
Reading Specialist

SCIENCE DEPARTMENT

Dr. Rod MacKinnon, Nobel Prize laureate in Chemistry and a 1974 Burlington High School Graduate, visited BHS in June, and he sparked a tremendous interest in science in our students. In addition, one of our teachers, Mr. Rick Beaumont, Who's Who for Teachers 2004, taught Rod, and their reunion was exciting.

Our students excelled in the Advance Placement courses. Thirty students gained college credit, with 13 scoring a "5," the top grade. Overall results were: 90% passed Biology (average grade of 4.2!), 90% passed Chemistry, 80% passed Environmental Science and 90% passed Physics. Tenth grade MCAS Science scores were exceptional in all areas: Biology, Chemistry and Physics.

The Science Department hosted the American Chemical Society's "High School Teachers' Night" in October where over 170 teachers from the region attended. Numerous workshops of various aspects of biochemistry were presented. Dr. Mark Klempner, National Director of the Biocontainment Laboratories and Provost at Boston University's Medical School, was the keynote speaker.

Dr. Nassiff served on the State MCAS Assessment Committee in Science/Technology and is a consultant for the DOE in chemistry and physics. Mr. Alan McRae continued his joint project with Harvard-Smithsonian Center for Astrophysics and NASA, which produced a DVD of his astronomy classes.

The Science staff experienced some changes. Dr. Eric Sheagley moved out of state and longtime teachers, Mr. Donald Tocci and Mr. David Luther, retired. Two new members joined our staff, Dr. Gloria Deutsch, a Burlington resident, in chemistry, and Mr. Steve Meitner in physics.

Budget restraints affected the department adversely. A staff position was eliminated in environmental science. This cut increased overall class sizes from 16 to 20 and created a loss of three classes, including AP Environmental Science. The department's equipment budget was slashed and with increased costs, especially in textbooks, the science budget was severely constrained.

Respectfully submitted,

Dr. Peter J. Nassiff
Head of the Science Department

SOCIAL STUDIES DEPARTMENT

The most pressing matter for the Social Studies Department during the past year has involved curriculum changes required by the new state frameworks. First and most important has been the selection of the textbook that will be used with the new United States History courses for freshmen and sophomores. A subcommittee comprised of Jack Bridge, Matthew Carr, Joyce Carey, Katie McKiernan, and Rachel Zucker (capably assisted by Head Librarian Susan Kelly DiSanto and Reading Specialist Judith Mela) spent many hours perusing and evaluating all of the major textbooks available today. In June, a formal recommendation was made to the school committee, which they accepted, to adopt the textbook published by McDougal Littell and titled *The Americans*. Numerous supplementary and enrichment materials were also selected for these courses.

The Social Studies Department of Burlington High School wishes to express its sincere appreciation to Mr. & Mrs. Jack Blais for their extremely generous donation of a large sum of money that allowed for the purchase of all the new textbooks for this program, a wide array of supplementary materials, and a significant portion of the new textbooks needed next year for the *World History II* course. The town of Burlington is indeed fortunate that Mr. Blais, a very successful businessman and Burlington High School graduate, has made this wonderful contribution to his esteemed alma mater.

During the summer, a tremendous amount of work was accomplished by Jack Bridge, Joyce Carey, Katie McKiernan, and Rachel Zucker in mapping and writing the full curriculum template for the new freshman course titled *United States History I*. Mr. Todd Saxon also gave valuable assistance with this project.

James Beaudry, Joyce Carey, Peter Halvorson, Katie McKiernan, and Rachel Zucker attended the 35th annual session of the Northeast Region Social Studies Convention held this year in New Haven, Connecticut, in March. They gathered textbooks and materials to be evaluated for the new courses along with participating in many of the workshops and sessions to enrich their teaching.

Our traditional field trips were conducted, again this year, with great success. Mr. Carr took four dozen junior-year United States History students to Washington D.C. and related sites during the April vacation. Mr. Costa and Mr. Driscoll combined the law and sociology students for a

field trip each semester to the Massachusetts correctional facility at Bridgewater and participated in their program called "Project Youth."

The delegate and alternate for Student Government Day, held in April at the State House in Boston, were Aaron Bernstein and Casey Duffy, respectively. The Daughters of the American Revolution "Good Citizen" award was voted this year to Julianna Leone (nominated by the faculty and elected by the members of the senior class). Burlington's two delegates to Girls State, held in June at Bay Path College, Longmeadow, MA, were Julianna Leone and Mallory Vachon. The Boys State delegates were Jason Yeadon and Jay Yeadon. Boys State was held at Stonehill College, in Easton, MA from June 12-18th. David Sutherland was chosen to be the recipient of the Middlesex County Bar Association's "Law Day" award presented on May 1.

This being a Presidential election year, the Social Studies Department conducted a school-wide mock election. The results were as follows (contested races only):

PRES. & VICE PRES.

Badnarik & Campagna, Libertarian	49
Bush & Cheney, Republican	259
Cobb & LaMarche, Green-Rainbow	26
Kerry & Edwards, Democratic	439
Ralph Nader (write-in)	26

REP. in CONGRESS

John F. Tierney, Democratic	591
Stephen P. O'Malley, Republican	154

SEN. in GEN. COURT

Robert A. Havern III, Democratic	438
Douglas M. Lucente, Republican	278

REP. in GEN. COURT

Charles A. Murphy, Democratic	617
John J. Cirigano, Republican	126

This year marked the fifth consecutive year that the Social Studies Department, in conjunction with Town Hall, has conducted a local Student Government Day in May. Each junior-year U.S. History class elected from one to three delegates (depending on class size) to play the role of

various town elected and appointed officials. After “shadowing” their town government official in the morning, a sumptuous luncheon was enjoyed in a commodious room at the Café Escadrille. As in the past, Mr. Robert Mercier, Town Administrator, was the master of ceremonies. The popularity of this program has grown each year. Students have been especially pleased with those departments that have gone out of their way to “show them the ropes” and have planned specific activities for the day. Dr. Beaudry, Mr. Carr, Mr. Costa, Mr. Driscoll, and Mr. Hoyt were the United States History teachers that conducted the elections from their classes. Participating students reported back to their classmates on what they had learned that day about Burlington’s town government.

There has been one staff change during the year. Ms. Rachel Zucker was granted a one-year leave of absence to pursue graduate study. The vacant position has been filled by Mr. Todd A. Saxon. Upon graduating from Burlington High School in 1991, Mr. Saxon completed his undergraduate studies at the Wharton School of the University of Pennsylvania receiving a B.S. degree in Economics, *cum laude*, in 1995. After several very successful years in the business world and attaining his CPA, Mr. Saxon has opted for a career change to the teaching profession.

Prudently planning for the career transition, Mr. Saxon was able to obtain a full-time job as an accountant at the Center for Corporate Citizenship at Boston College while completing course work, part time, for the M. Ed. degree in Secondary History Teaching at the Lynch School of Education (also at B.C.). His graduate program included intense course work in American History as well as educational methodology and theory. He graduated from the program in May of 2004 and soon thereafter obtained Massachusetts teacher certification in Social Studies. His teaching schedule is comprised of five sections of the new freshman *United States History I* course.

Respectfully submitted,

Jeffrey W. Hoyt, Chairman
Social Studies Department

DEPARTMENT OF ATHLETICS

The Burlington Athletic Department has had another successful year because of its wide variety of athletic programs and its ever increasing number of student athletes. The programs receive great support from the student body,

the community, and the school administration.

The Fifth Annual Burlington High School Athletic Hall of Fame Induction was held on September 30, 2004 and was another great success. The list of inductees included Benefactor, George Ganley and Coach, Frank Matarese. The athletes included the 1994 Boy’s Gymnastics Team and individual athletes: Ken Connerty, Ivette Correa Thompson, Doug Ellis, Mike Girouard, Liam Govostes, Richard Gurney, Bill McCarthy, Terry Morgan, Martha Murphy Metzdorf and Deborah Thompson. The inductees were honored at the Marriott Hotel in Burlington.

This year, the Winter Sports programs had another encouraging year. The Boy’s Basketball Team was led by Seniors Kevin Cardarelli, Dan Georgette and Mike Judge finishing 3 and 17. The Girl’s Basketball Team was led by Kathleen Murphy, Courtney Mulcahy and Ashley Miles, and they finished 3 and 15. The Boy’s Hockey Team was led by Seniors Brian Quinn, Jim Hanafin and Jeff Calvino, and finished 5 and 9 and 4. The Girl’s Hockey Team, led by Katie Scrocca, Kerri Clarke and Elisa Pepicelli, finished 4, 15 and 1. The Boy’s Gymnastic Team, led by Kelvin Chan and Jonathan Morgan, finished a strong 7 and 1 season. The Girl’s Gymnastic Team, led by Danielle DeRosa and Annalee Berquist, finished with a record of 1 and 8. The Boy’s Indoor Track Team led by Paul Kekejian and Shaun Tirrell finished 6 and 3. Laura Young and MaryKatherin Conceison led the Girl’s Indoor Track team, finishing 2 and 7. Steve Dutton led the Boy’s Swim Team to a 1 and 6 record. The Wrestling Team, led by Senior Captains Lucas Hammond and Chris McNeill, ended the season with a record of 18 and 2 and the Middlesex League Championship.

The Athletic Department’s Spring program included the Boy’s Baseball Team, this year led by Ben Read and Dan Georgette, finishing with a record of 17 and 7. Burlington reached the North Sectional Finals. Softball had a record of 6 and 12. Leaders of the team were Jennifer Farrow, Colleen Larson and Kerri Mahoney. Lacrosse led by Brian Durkin and Kevin Enwright finished 12 and 5 making it to the tournament and losing to Danvers sharing the Middlesex League Title. Boy’s Tennis led by Dan Swiszc and John Burke finished 11 and 8. Girl’s Tennis was led by Jamie Burke and Meri Ruhotina and finished with a record of 16 and 4. They lost to Lynnfield in the State Tournament. Boy’s Track finished 6 and 3 led by Jeff Calvino and Shaun Tirrell. Courtney Mulcahy, Kathleen Murphy and Colleen Geary led the Girl’s Track Team, finishing 6 and 3.

The Fall Sports program started with the Football Team's 8 and 3 record, led by Captains Jake Daigle, Joe Reale, Chris Oates and Adam Burt. This year's team was Middlesex League Champions. The Boy's Soccer Team, led by Senior Captains Anthony Scanio, Dave Rowe and Travis Bettinson finished 3, 12 and 3. The Girl's Soccer Team, led by Charlene Mantia, Jodi Bourgeois, Lindsay Steinbach finished with a 2, 15 and 1 record. The Golf Team was led by Chris Parker and Ryan Sheehan, finishing 5 and 4. Boy's Cross-Country, led by Jesse Faller and Ryan Noyes, finished 8 and 1 and the Girl's, led by Sandhya Narayanan and Swati Varshney, finished 4 and 5. Girl's Swimming and Diving finished 5 and 5 led by Mallory Vachon, Katie Sullivan, Kristy Lyons and Casey Duffy. Field Hockey finished 0, 16 and 2, led by Lindsay Collins and Julie Leone. The Competition Cheering Squad also had a great season finishing first in the Middlesex League, as well as Division II State Champions qualifying them for the Nationals in Nashville, Tennessee. The Athletic Department would like to congratulate all the athletes.

The Athletic Department would like to recognize Coach Don Tocci for his services as Swim Coach. Don retired this year and will surely be missed.

Respectfully submitted,

Edward L. Gillis
Athletic Director

HIGH SCHOOL LIBRARY



This year, the Summer Reading Program, Read It – 2004, included seven books chosen by students and faculty to promote the school wide theme of Community.

- *Secret Life of Bees* by Sue Kidd Monk
- *Life of Pi* by Yann Martel

- *Friday Night Lights* by H. G. Bissinger
- *Plainsong* by Kent Haurf
- *Whirligig* by Paul Fleischman
- *Golden Compass* by Philip Pullman
- *Hitchhiker's Guide to the Galaxy* by Douglas Adams

Students who read from this list and created a visual were invited to participate in a physical activity called SURVIVOR: BHS, a team competition for building Community, which was run by Adam Gustafson of the Physical Education Department. Through physical movement and student team work, Mr. Gustafson quickly translated the complex idea of community. Following this activity, students gathered in the cafeteria for a pizza lunch and an informal book discussion.

The librarian, Susan Kelley DiSanto, and staff started the year off in preparation of the visiting team from New England Association of Schools and Colleges (NEASC) as part of the re-accreditation process. The library staff was interviewed by the team in October.

Our library extended its operating hours. The library is now open from 7:00 to 2:45. This allows students access to all library resources before and after school.

In the continuing effort to support literacy, our school goal for this year, the library purchased and displayed professional literature, "teen reads", and has also exhibited posters promoting literacy around the building.

Along with several teachers from the high school, the librarian spent two weeks in China. This study tour of the Guangdong province, conducted by Primary Source, provided firsthand knowledge of Chinese immigration, The Opium Wars, and the making of modern China. It was a wonderful experience to see and learn of the ongoing developments of this region of the country through the eyes of its scholars.

Ms. Kelley DiSanto and the faculty Plagiarism Committee, created an information booklet on Plagiarism to be distributed to all students. This booklet advises students on how to avoid plagiarism by providing examples of summarizing, paraphrasing and quotations. Also included are examples on how to cite print and electronic sources.

Another initiative this year was working with the Social Studies Department to review and evaluate resources to support the new American history curriculum. This includ-

ed working with the textbook adoption committee and identifying the supplemental resources needed by teachers such as videos, primary sources, research books, online databases, and historical fiction books.

Ms. Kelley DiSanto led another faculty book discussion with middle and high school teachers. Historical fiction, biographies, and graphic novels, with a focus on the Middle East, were chosen by the group.

The library media center continues to support the high school's mission of preparing students for lifelong learning by providing resources that meet their needs. We look forward to another successful year.

Respectfully submitted,

Susan Kelley DiSanto
Library Media Specialist

MARSHALL SIMONDS MIDDLE SCHOOL

Marshall Simonds Middle School continued to focus on an educational program that recognizes and provides for the uniqueness of the individual. The middle school is an educational response to the needs and characteristics of early adolescents and, as such, deals with the full range of intellectual and developmental needs.

A major building initiative was implemented at Marshall Simonds in 2004. Town meeting voted to appropriate funding to address environmental and air quality concerns within the middle school. A new HVAC system was designed and installed. Classroom univents, corridor lighting, ceiling tiles, air conditioning, and a modern and efficient heating system have enhanced the learning environment for students and teachers.

Throughout the year specific areas of focus included:

1. Technology
2. Standards-based Curricula
3. School Safety
4. Enhancement of a School Environment
Characterized by Tolerance and Respect for
All Groups

Since the inclusion of computers in all classrooms teachers have initiated a variety of projects within specific curricula that emphasize the use of technology to enhance and reinforce their lessons.

The MCAS tests currently administered in grades 6, 7, and 8 are aligned with the state curriculum standards. Since the initial MCAS testing Marshall Simonds main goal has been to promote continued improvement in student performance. Students successfully exceeded state MCAS averages in grade 6 math, grade 8 math, and grade 8 science and technology. The 89% proficient and advanced student scores in grade 7 English/Language Arts were extraordinary. Areas of weakness in math and science are being addressed through a new inclusion program, supplementary instructional materials, and curriculum reviews.

A new social studies curriculum has been developed at the middle school. World geography will now be taught in grade 6 and world history will be the content area in grades 7 and 8. New texts were purchased to serve as a primary instructional tool for the reorganization of subject matter.

During 2004 CODE BLUE, CODE RED, and fire drills were developed to practice safe entrance and exit from the school. Students reacted responsibly and according to direction when CODE BLUE and other emergency drills were held. The middle school administration considers its major responsibility to provide a safe and nurturing climate in which learning can take place. It is through the collaborative efforts of the Burlington Public Schools and the Burlington Fire and Police Departments that this objective can be realized.

Teachers in health, music, language arts, foreign language, social studies, family and consumer science, and special education addressed issues related to diversity, tolerance, and respect for all groups. Their curricula offer multiple opportunities to enhance the school environment by addressing the following:

- The objectives to teach
- The topics to explore
- The books to read
- The projects and activities assigned
- The assessment methods selected
- The manner in which learning is organized and connected

The Parent-Teacher Organization and School Council remained as an important communication bridge between the middle school and the community. School newsletters, principal letters to parents, individual and team parent conferences, orientation programs and a variety of special

school events represented opportunities for the public to interact with teachers and administrators. The grade 8 "Scholars' Brunch," Vaudeville, Winter and Spring Concerts, Back to School Night, and the Spring Open House are traditional middle school events that remain popular with students and parents.

Marshall Simonds Middle School and the Town of Burlington were saddened in May to learn of the death of middle school physical education instructor Nina Warner. Mrs. Warner had served as a beloved and inspirational teacher and coach in the Burlington Public Schools for 34 years.

Three middle school faculty members retired in 2004. Carmelina D'Alleva taught mathematics for 20 years, James Shea served as a social studies instructor for 35 years, and Anthony Stys devoted 37 years of his life to the teaching of physical education and health. These outstanding educators will be remembered for their professionalism, love of their subjects, and dedication to the best interests of middle school students.

Respectfully submitted,

Richard J. Connors
Principal

FOX HILL SCHOOL

Fox Hill welcomed the following staff members in 2004: Eric Sprung, principal; Erin Mahoney, first grade teacher; Suzanne Siegel, permanent substitute; Vanessa Hargrove, permanent substitute; and Nicole Mattos, speech and language assistant. June 2004 marked the retirement of Mary Lou Binnall, a talented first grade teacher.

The Fox Hill School Council welcomed two new members this year. This group created school goals which align with the goals of the district. Fox Hill set a variety of school goals including: working towards academic excellence, ensuring all students will learn, and working as a team.

Fox Hill is proud to be a school of good citizens as well having strong academic success. Throughout 2004, Fox Hill parents and students donated hats, gloves, socks, coats, and toys to various charitable organizations in the Boston area.

The Fox Hill Code guides our school community describing the rights and responsibilities of our students and teachers. The students at Fox Hill School were rewarded for their positive attitude and effort in following the Fox

Hill Code. Principal award, students of the month award, sunshine award, and classroom recognition rewarded students that follow the Fox Hill Code.

The school maintained a variety of after-school and evening activities which support the educational program at Fox Hill School. An open house welcomed parents to participate in classroom activities and learning along with the students. MCAS and Italian nights were designed to provide parents information about the Italian language program and helping to prepare students for the state tests. Fox Hill ran two after school programs which enhance student learning. The Italian program was available for students interested in studying Italian culture and to further knowledge of the Italian language. The after-school homework program supported students with their homework and study skills in a teacher supported environment.

The Fox Hill staff built knowledge through numerous staff development opportunities and sharing of knowledge. During monthly staff meetings, the staff worked together to improve and learn instructional techniques, share educational practices, and work together in instructional teams.

The Fox Hill PTO continued to support teachers and students with a variety of projects: Artist in Residence programs, family events, guest authors, donations to classrooms, and supporting field trips. Fox Hill staff welcomed the PTO and parent volunteers to support the education of students.

The Fox Hill School students and staff continue to achieve academic excellence and follow the Fox Hill Code. We are proud to be a school that supports the mission of the Burlington Public School system, in a community of caring environment.

Respectfully submitted,

Eric Sprung
Principal

FRANCIS WYMAN SCHOOL

Another exciting, busy year has been completed at Francis Wyman School. Here are some of our highlights:

January, 2004

- Coach and teacher, Joe Levasseur, held his second seminar in *Growing Healthy Children* series. The hot topic of human sexuality was followed by his third seminar in May on exercise and nutrition.

- DARE graduates promised abstinence of drugs and alcohol witnessed by all.
- Our Cafeteria Manager, Helen Clancy retired after many years at Francis Wyman.

February, 2004

- The *Gift of Love* basket raffle proceeds were donated to "Help Raise the Roof" project to help rebuild schools in Alabama damaged from fires and tornadoes.

March, 2004



- The celebration of *Dr. Seuss' Birthday* with guest readers Superintendent Picone, State representative Charles Murphy, Assistant Superintendent Spinos, School Committee Chairperson Tom Murphy, Town Administrator Robert Mercier, Selectmen Fay and McKelvey, Police Chief Hart, Assistant Fire Chief Callahan and many others excited the students throughout the K-5 classrooms.
- Two family Math Nights in March were well attended and enjoyed.
- The PTO Carnival, a fun-filled family event that was a great success for all.

April, 2004

- Fifth grade Science Fair and *Math-A-Thon* were enjoyed by all; the proceeds from the Math-a-Thon was marked for St. Jude's Hospital.



- *Lip Synch Show* highlighted our many talented students, faculty and parents.
- Our annual "Artist is Residence" made a return visit to Wyman. Ms. Feldman, international fused glass artist, helped our students create a scholars garden at our school's entrance which is admired by all who enter. Families were treated to the students' jazz combo in the lobby and were greeted by Mr. McGrath father of first grader, Kevin, and bagpipe player. Technology projects were displayed as well.
- The Kindergarten *Author's Tea* was a huge success for these emerging readers.

May, 2004



- Celebration of 100 years of flight with Mr. Jaffe, pilot and father of co-pilot, Layla, who landed his helicop-

ter on Wyman's back field to the delight of all. A few lucky students and staff members were treated to the wonders of flight, via the kindness of Pilot Jaffe. He presented a wonderful lesson on flight and the specifics related to flying a helicopter.

June, 2004

- June saw teacher retirements: Mrs. DeAngelis, Mrs. Forte, and Mrs. Riley.
- Graduating fifth graders participated in a "Moving On" ceremony that awarded every student with at least one certificate highlighting their strengths.

September, 2004

- September welcomed new teachers and changes: Kindergarten teacher Mrs. Sheehan replaced Mrs. Patrick who took a year's leave of absence; her assistant, Mrs. McIntyre was hired as Mrs. Sheehan's assistant; Ms. Zemeral replaced K assistant Mrs. Zani who replaced third grade teacher Mrs. Kerr who took over as our Art teacher replacing the retiring Mrs. DeAngelis!
- Burlington Rotary presented dictionaries to the third graders and checks to the Kindergarten staff.



October, 2004

- Longmeadow Place continued art lessons with Mrs. Kerr and a third grade class.
- Reading specialist Mrs. Murphy coordinated a very popular book swap for K-5 students that is eagerly supported throughout the year.
- Our Italian study group met on Tuesdays and Thursdays after school. All grades participated in this tuition-based program that explored the Italian lan-

guage and culture. A culminating *Italian Family Night* was well attended as proud parents and grandparents were amazed at the depth of learning in such a short time.

- Coach Lev, in conjunction with the Parents Advisory Committee (PAC), presented Dr. T. Bergensten who gave an excellent presentation on ADD/ADHD.
- Grade 3 snack sale donated all proceeds to *People Helping People*.

November, 2004

- Third annual Student Council Induction Ceremony held; the Burlington Fire Department Color Guard presented the Colours while Dr. Picone and Mr. Nelson, Chairman of the School Committee, were the guest speakers.
- The Student Council's annual food drive for Burlington's Food Pantry yielded almost 700 food items donated.
- Kindergarten and LABBB created their own Thanksgiving and shared with others.

December, 2004

- Student Council entertained the Senior Center and Longmeadow Place with their *Holiday Presentations* that included song, dance, and instrument playing to the delight of the seniors.
- The kindergarten students gave their annual gift to the school with their wonderful entertaining rendition of the *Nutcracker*.



- Grade 1 collected coats. Grade 4 collected hats & mittens. All were donated to the needy for their community service projects.

Again, a wonderful year for all at the Francis Wyman Community. We ALL share the same common goal for our students – learning, living, laughing, giving back to others, and appreciating all that the town has to offer us.

Respectfully submitted,

Kathleen Burns
Principal

MEMORIAL SCHOOL

As in the past, much of Memorial's progress during 2004 was the result of our long-range plan for continuous improvement. The key difference for 2004 was the marriage of the school plan with district goals. All schools are supervised and directed by the Superintendent and his staff. Under Dr. Picone's leadership, the district's vision and goals have become more clarified and defined. As a result, Memorial's progress reflects its own strengths and needs while supporting district efforts to improve education in Burlington. Our shared goals and accomplishments include:

1. Improve student achievement through a strong program of curriculum, instruction and assessment.
 - a. Continued aligning district curriculum with state frameworks.
 - b. Increased teachers' repertoire of effective instructional strategies.
 - c. Maintained a focus on assessment as the driving force for teaching and learning.
2. Promote the selection, hiring and retention of quality educators and support staff.
 - a. Developed a professional development plan designed to support district and state goals.
 - b. Provided new teachers/staff with professional support including mentoring.
 - c. Continued to emphasize the high standards and values conducive to professional growth.
3. Maintain a school climate that is inclusive and meets the needs of diverse learners.
 - a. Reviewed and strengthened the Child Study Team.
 - b. Emphasized Memorial as a school where all people are treated with dignity and respect.

- c. Worked on a district-wide special education reorganization initiative.
4. Sustain schools that are supported by the community at large.
 - a. Offer students opportunities to interact with segments of the community.
 - b. Involve students in citizenship and service projects.
 - c. Recognized the community for its contribution to the school.
5. Continue to improve facilities and business management operations.
 - a. Continued to address air quality concerns within the building.
 - b. Researched and identified the condition of the building and prioritized needs.
 - c. Worked to facilitate more efficient and collaborative spending among schools.

Memorial experienced a slight decrease in enrollment from 2003-2004 to 2004-2005. As a result one classroom teacher, Ms. Krystel Anderson, was transferred to Pine Glen School. Other changes included Ms. Debra Miller, school secretary for the past five years, accepting a job in the Office of Pupil Services as Attendance Monitor. Ms. Margaret Allegretto was appointed to the position of school secretary and is doing an excellent job. Our Title I Reading Assistant resigned in June with Ms. Sandra Nannene from Fox Hill taking over those responsibilities. Ms. Nannene has been a fine addition to our staff. In September, Ms. Kristin Powderly joined our faculty and staff as a permanent substitute teacher.

The many positive things that happen at Memorial School are the result of the people who help, work, and go to school here everyday. Involved parents, caring and highly-skilled teachers, a strong and supportive main office, dedicated school and town officials, committed business people and, most important, great children are the reasons our school is a safe, pleasant, and exciting place to teach and learn, have fun and be successful.

Respectively submitted,

Robert Teel
Principal

PINE GLEN SCHOOL

The Pine Glen School has completed another year of learning in 2004. We have continued to grow in the areas of Literacy Development and Mathematics. Everyone at Pine Glen has worked to support learning. As well as adopting the new math curriculum, we have worked to strategize around additional ways of assisting our children in becoming mathematicians. We offered a Mathematics After School Program and a Family Math Night. Both initiatives were very well attended. Our children have eagerly participated in learning in the areas of Science and Social Studies. This year, there has been an emphasis on learning Italian. Children participated in an after school program and we had an extraordinary turn out at our Family Italian Night. Also, our community supported a wide variety of additional learning opportunities that have become traditions at the Pine Glen School. A partial list of events includes our Heroes Tribute, Music and Band Concerts, the Halloween Dance, Read Across America, the Artist in Residence Program, and our Pre School Read-a-Loud.

At the end of the school year, our community of learners said good-bye to three very dedicated and committed educators. Elizabeth White, Karma Roberts, and Kathy Horton all retired. Kathy had served as a classroom teacher who shared her love of poetry with Burlington's children and their families. Elizabeth worked as a guidance counselor who provided support to our students and families. Karma Roberts was a teacher who assisted students in the Learning Center. Krystel Anderson was transferred from the Memorial School and joined the Pine Glen staff. Erin O'Rourke, Denise Keough-Lane, Katie Cutts and Christine McConnell were all hired as new staff members.

With the arrival of March, the elevator and renovated teacher's room were completed. The Burlington community was invited to view the finished project. Our teachers, students and families have truly enjoyed the new space. Again, the Pine Glen Community would like to express their gratitude to the Town of Burlington for their support on this project.

Our school population continues to grow. Redistricting brought us about ninety new students and, with additional families moving in to our district, we are currently a population of just over four hundred students. We are excited to welcome new members to our school; at the same time, we continually work to accommodate this growth.

Using our Scholars Garden as a focus for the school, we worked on some projects that have been completed and some that are ongoing. We have drawn up plans to make a huge tile dragon that will decorate this area. Every child will participate in the creation of this project. The Boy Scouts have been helping us with the maintenance of this area and one of the scouts has taken on the project of doing planting and building a bamboo gate for the garden.

Part of being a well-rounded student includes learning to serve your community. On the 100th day of school students each brought in 100 cents. The total was graphed and counted. This money was presented to the Friends of the Marion Tavern to contribute to the restoration of the tavern. Also, our students were challenged to perform Acts of Kindness. Students performed and recorded the Acts of Kindness. They were sent to a person who has set a goal of collecting a Million Acts of Kindness.

The Pine Glen School is a learning community in every sense of the word. A hard working staff, committed parents, and inquisitive students all work together to learn from each other. Our community thanks the Town of Burlington for their past support, and we look forward to our continued working together to the benefit of our children, their families, and our community.

Respectfully submitted,

T. Jane Graham-Dwyer
Principal

THE BURLINGTON SCIENCE CENTER

The Burlington Science Center proudly celebrated its 20th Birthday this year. Here are some of the activities conducted this year to make Science Come Alive in Burlington Public School Classrooms:

- A Reptilian Birthday auditorium program was presented in each elementary school. The following live reptiles were featured: a six foot Boa Constrictor, a giant Green Iguana, an American Alligator and the oldest member of the Science Center, a Red-footed Tortoise.
- This year's Lobby Exhibit displayed the Science of Insects. Andy the Ant, a large seven foot ant model, occupied the focal point of the exhibit. Some of the world's largest insects were displayed along with a host of interesting live specimens.

- The Science Center continued its goal of providing high-powered Science Education via the following activities: chick hatching, frog hatching, live animal visitors, live animal programs, physical and earth science programs and reservoir/ beaver habitat and tide pool trips.
- Community support played an important role in the goals of the Science Center. From answering animal related questions, to helping future science teachers, we continued to assist Burlington residents from young to old.

Respectfully submitted,

John Papadonis

Wendy Pavlicek

Mary Lou McQuinn

COMPUTER/MEDIA SERVICES DEPARTMENT

The Computer and Media Services Department continues to provide professional and technical support services for all students, faculty and administrators in the Burlington Public Schools. The installation of a new computer lab at Burlington High School completed the upgrade of computer labs at Burlington High School. The purchase of new computers for guidance and clerical support staff have allowed them to use improved technology to assist them in using computer based tools they need every day. The computer and technical staff within the system have been working to improve network services, and a project increasing network speed at all schools will be completed by the end of the year. A new internet filtering system has been implemented and several of our servers have been upgraded. Additional capacity for backing up data have been put into place. The staff also continues to provide support for voice mail and e-mail systems for better communication within the school community and with the general public.

Using computer and media resources to support learning, curriculum enrichment and skills development are the central missions for the department. Each level of the school system has initiated and continues to support projects initiated by collaboration between classroom teachers and professional technology and media staff. Additional funds have been spent on providing network color laser printers to make printing faster and more cost effective in our elementary schools.

The department continues to respond to equipment needs by upgrading multimedia and computer equipment as needed. This multi-year program provides additional multimedia tools including large screen monitors, new overhead projectors, listening centers, and DVD/Video combination playback units for teachers to use to deliver content and support materials to students. The department has also expanded online resources for staff and student use.

The department also continued to support literacy initiatives through summer reading programs and summer learning camps in writing and poetry at the elementary level. Two new summer programs at the secondary level allowed middle school and high school students to learn about digital photography, anime and writing. The ongoing success of the computer and media programs of the Burlington Public Schools is based on the support of the leadership team of the school system, staff and students.

The media and computer department staffs extend a heartfelt thank you to the townspeople of Burlington for their support of these vital educational programs and support services.

Respectfully submitted,

Arthur Fallon

Coordinator of Computer/Media Services

MUSIC DEPARTMENT

The year 2004 saw some changes in the music program but many things have continued to stay the same. No staffing changes occurred.

As usual, the year was filled with musical performances at all grade levels. Young performers from the Francis Wyman School presented concerts in March and December under the direction of Jack Butler and Kerry Gendron. Kerry Gendron did go on a maternity leave in November and plans to return sometime in May 2005. The Principal and Music Coordinator hired a permanent substitute named Lindsey Peabody, who is experienced and able to carry on all of the responsibilities including the concerts. At Pine Glen, Susan Lavoie presented her performances in May and December. At the Memorial School, music teacher Beth Mosier led her students in performances in May and December. At the Fox Hill School, Jeanne Coroniti directed concerts in May and December. Elementary instrumental instructors Kerry

Gendron, Jennifer Agati and Mark Napierkowski directed bands at the elementary performances.

At the Middle School, students were featured in concerts in January and May. In addition, many other MSMS activities occurred such as the Scholars' Brunch, team assemblies, and the annual Vaudeville Show. Fourteen music computer workstations were added for the use and enrichment of the General Music classes. Jeff Bolduc returned as the director of the Symphonic and Jazz Bands. In addition, he teaches general music, instrumental lessons and works with the high school band. This year, Jeff took over as director of the High School Jazz Ensemble. Donna O'Neil continues to direct the Chorus, A Cappella, and the Boy's Chorus as well as teaching General Music Blocks. Jennifer Agati returned to direct the Concert Band, teach general music and instruct instrumental lessons at the Middle School. In addition, she teaches general music at Fox Hill, fifth grade lessons and band at Francis Wyman.

The BHS Band, under the direction of Matthew Lovell, enjoyed a full performance schedule. The year began with a recruitment concert for eighth graders in January. The BHS Concert Band performed at evening concerts in March, May and December. The Marching Band, Color Guard and Dance Squad continue to perform at all BHS Football Games at home and away. The Band also participated in the Memorial, Halloween and Veterans' Day parades, the Salem High School Invitational, assemblies, pep rallies, and the June graduation ceremony.

In December the Music Theory Lab was upgraded with new hardware. The Music Theory classes produced their eighth annual compact disk "Theory is Life". Theory students continue to win composition competitions ranked highest in the state.

BHS choral groups, under the direction of John Middleton-Cox, performed in concerts in March, May, October and December. In addition, the groups continue to service the community by performing for the Senior Citizens, Historical Society, and the Rotary Club. The groups performed at the Great East Festival in Agawam winning gold medals. The annual spring musical MAME was a success in many ways. The cast got a chance to shine on stage with a professional orchestra, a professionally designed set, and a state of the art sound system. The program is limited by the poor lighting system. The group sold over \$3500 in ads from the community. The Music Boosters

organization with parent volunteers helped build the sets and costumes. The Graphic Arts students designed logos for the show. In June, an awards banquet was held to recognize the accomplishments of all music students.

The Music Department is filled with activities that foster the development of the students and the community. As always, we wish to thank the community for its continued support of our programs.

Respectfully submitted,

John A. Middleton-Cox
Music Coordinator

ATTENDANCE MONITOR

The function of the Attendance Monitor is the enforcement of the Department of Education regulations pursuant to compulsory school attendance. Children between the ages of 6 and 16 years are required to be enrolled in a public, private, or School Committee approved home-schooled program. Daily attendance is monitored. Telephone contact is made with the home when notification of absence by the parent has not occurred. Habitual tardiness and absenteeism result in further intervention by the administration and appropriate action is taken. Parents are encouraged to help their children maintain regular and timely attendance so necessary for the achievement of academic success.

Students between the ages of 14 and 18 years seeking part time employment may obtain employment permits from the Office of Pupil Services. Permits are issued specifically for the work positions stated on the certificate. When a student seeks another position, a new permit must be obtained. It is the responsibility of the Attendance Monitor to maintain records pursuant to student employment. The Department of Labor and Industries publishes a booklet providing information relative to child labor laws affecting student's employment. Copies of these booklets are available to students in the Office of Pupil Services.

Students out of school fourteen days or longer due to medical purposes are provided with home / hospital tutorial services. It is the responsibility of the Attendance Monitor to obtain a Physician's Statement for Temporary Home or Hospital Education filled out and signed by a Physician. This form is kept on file and needs to be updated every six weeks. The Attendance Monitor assigns a tutor to work with the student and oversees the hours of service and length of services provided to each student.

The Attendance Monitor acts as the designated school district Homeless Education Liaison required by the McKinney-Vento Act. This role is to assist homeless students enroll in school and to ensure they receive the educational services for which they are eligible. The liaison is also responsible for maintaining all records and submitting annual data to The Commonwealth of Massachusetts Department of Education.

The Department of Education requests that Spring and Fall Statistical Reports be filed each year. As a result of the changes in both state and federal law, there has been a significant increase in the amount of data that the school department must submit on an annual basis. With the implementation of No Child Left Behind, there will be an even greater increase in federal requirements for information.

Respectfully submitted,

Debra P. Miller
Attendance Monitor

SCHOOL PHYSICIAN

All the regular physicals and the sports physicals for the high school have been completed. The physicals for the middle and elementary schools will take place in the spring.

All the students have been courteous and orderly during these physicals, and I thank them for their patience and cooperation. My thanks go to all the nurses and trainers for organizing and coordinating these student physicals so that this difficult task can go smoothly and efficiently.

My congratulations to the football team and their coaches for the best year of football that I have seen in my 21 years with the school department. Their determination and stamina under pressure and stiff competition were an inspiration to all of us as well as future generations of football players. My appreciation goes to the trainers for their assistance during the home games.

As always, my gratitude goes to the school department for giving me the opportunity to serve as their school physician these past 21 years.

Respectfully submitted,

Gary L. Goldfarb, M.D., F.A.A.P.
School Physician

BUILDINGS AND GROUNDS

During the past year the Buildings and Grounds Department completed improvements to the heating plant at the Marshall Simonds Middle School. The work involved the installation of new boilers, piping, classroom uni-vents, classroom exhaust, corridor lighting, and HVAC controls. The new HVAC system at Marshall Simonds will improve the air quality and occupant comfort within the school facility.

The installation of an elevator at the Pine Glen School was funded at the May 2003 Town Meeting and construction was begun in the summer of 2003. The scheduled completion date for this project was January of 2004. This has made the Pine Glen School fully accessible at all levels for persons with disabilities.

The Burlington High School auditorium seating replacement project was completed in the fall of 2004 with the installation of 784 new auditorium style seats and new carpeting. This project was funded from a September 2003 warrant article.

The Burlington School Department buildings continue to see significant improvements through the support of the School Committee, Ways and Means, Capital Budget, Town Meeting Members and numerous Parent Teacher Organizations. The students and staff can continue to look forward to a safe and clean educational environment. The Buildings and Grounds personnel thank those involved for their past and future support in our effort to make the Burlington School Department a showcase for all users.

Respectfully submitted,

Craig Robinson
Director

SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT

The Shawsheen Valley Regional Vocational Technical School District is pleased to submit its 2004 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school cele-

brated its 35th anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The elected representatives of the 10-member Regional School Committee that governs the District are: Mark Trifiro and Donald Drouin from Bedford; Kenneth L. Buffum, Chairman, and Bernard F. Hoar, Secretary, from Billerica; Paul V. Gedick and Alfred Verrier from Burlington; J. Peter Downing and Patricia W. Meuse, Treasurer, from Tewksbury; and James M. Gillis, Vice Chairman, and Robert G. Peterson, from Wilmington. Charles Lyons has been Superintendent/Director of the District since 1987.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand two hundred and twenty-eight (1,228) high-school students were enrolled in SVTHS's day school programs in October of 2004 and more than 600 adults participated in the school's various adult and continuing education courses.

The high school graduating class of 2004 numbered 281 seniors. By September of 2004, 92 percent of Shawsheen Tech graduates were either employed in their area of expertise or pursuing higher education. One percent entered the military forces; and seven percent were employed in other trade areas.

Academic Programs

MCAS Performance: The high quality of Shawsheen Valley Technical High School's academic programs continues to be validated by the school's outstanding performance on the state MCAS Tests. All 277 students in the Class of 2004 earned the State Competency Determination by passing the MCAS Test in both English Language Arts and mathematics.

In the Spring of 2004, the school's 298 sophomores performed significantly above the state average and ranked second among vocational technical schools. Eighty-eight percent (263) passed both parts of the MCAS Test. Ninety-one percent (272) of these tenth graders passed the mathematics MCAS on their initial attempt—significantly improving on all preceding local performances. At the same time, ninety-four percent (281) of these sophomores passed the English Language Arts component of the test, continuing the school's pre-eminent performance in this area. Special populations have seen especially impressive

testing performance gains. Of the 107 tenth graders receiving special education services, 93 passed the MCAS Tests as sophomores.

Curriculum alignment with the Massachusetts *Frameworks* and professional development opportunities for teachers contributed significantly to improved academic performance in all of the academic disciplines. The school is currently preparing for MCAS field tests in science and social studies. Members of the science faculty serve on the MCAS Test Development Committee. More than 40 physics students have joined the American Physics Institute.

New Staff: In response to the recent retirement of three veteran teachers, the District hired two new mathematics instructors and one new social studies. Shawsheen is extremely pleased to announce the addition of Todd Karkane and Courtney Kelley to the mathematic faculty, and Michael Buckley to the social studies faculty.

Student Clubs and Activities

Oratory: Shawsheen students continue to impress in local speech contests. For the past three years Shawsheen students have progressed to the Zone and District levels.

Newspaper and Literary Magazine: From writing to photography and layout, Shawsheen students have demonstrated considerable academic and vocational talents by producing regular editions of the school newspaper, *The Rampage*, as well as the Shawsheen Tech literary magazine, *Ramblings*.

Community Involvement: Working together, students from all four grade levels demonstrated their commitment to helping others. They organized "Operation Santa" and sent care packages to U.S. Troops serving in Iraq. The Student Council collected donations for both the Billerica Food Pantry and for the Lowell Sun Santa drive. Topping the list of charitable acts was the Holiday Party for children from area homeless shelters. Approximately 60 small children along with parents/guardians spent a fun-filled night at the school and took home happy hearts and armfuls of gifts.

School Spirit: School loyalty and spirit—along with individuals' enthusiasm and hard work—are the foundation for the many class and club activities at Shawsheen Tech that contribute to the school's positive atmosphere that permeates the facility and is palpable in the hallways, cafeteria, and library. The school buzzes with activity from

7:00 a.m. until well after the regular day. Students produce a daily news TV show and also participate in Billerica Access Television broadcasts. From Homecoming to the Spring Show and the All Night Graduation Party, Shawsheen students, teachers, parents and support staff continually generate ideas and generously donate their time to enrich the high-school experience of SVTHS students.

Athletics

For the fourth time in eight years, the athletic program was honored as the recipient of the prestigious Walter Markham Award, presented annually by the Boston Globe in recognition of the most successful vocational-school athletic program in the Commonwealth of Massachusetts.

Over 365 students participated in interscholastic athletics, capturing Commonwealth Athletic Conference championships in football cheerleading, boys' basketball, basketball cheerleading, girls' soccer and wrestling. SVTHS state-tournament qualifiers included the boys' soccer, girls' soccer, boys' basketball, girls' basketball, ice hockey, baseball, softball, and lacrosse teams. The wrestling and softball teams won state vocational titles. The baseball and boys' basketball teams also qualified for the state vocational tournament.

In addition to these outstanding teams, SVTHS athletics developed exemplary individual athletes. Jennifer Elwell of Tewksbury was selected to the *Boston Globe* and *Boston Herald* All-Scholastic softball team for the third consecutive year. She also surpassed the 1,000-strikeout plateau, making her the only vocational athlete to achieve this distinguished milestone.

Building and Grounds

The Building and Grounds Department completed many projects during FY2004. In April, construction began on a new day-care center that services the children and grandchildren of Shawsheen faculty and staff. The project was completed in August and became operational at the beginning of the school year.

Many repairs and modifications to the building were made during the summer, especially during a planned two-week facility closure in August. Work crews—including a group of inmates from the Billerica House of Correction who painted the cafeteria and some hallway walls—maintained a rigorously coordinated schedule that resulted in

the installation of 5000 square feet of hallway tile, the electrostatic painting of 500 lockers, and the rebuilding of the nursing lab—a project that required electrical, plumbing, wall, counter-top, and cabinet modifications. During the same time, workers replaced the floor in the Internet shop, fifteen heating and cooling units in the front of the building, and twenty door handles to accommodate handicap access. In addition, isolation valves were installed in the ceiling to facilitate the subsequent installation of eyewash and deluge shower stations in shops. Finally, the brown metal wrapping surrounding the exterior of the school was painted.

Community Services

Adult Evening School: The Adult Evening School continues to offer a wide variety of opportunities to adults interested in expanding their vocational and technical knowledge and skills. More than thirty courses are offered during both the fall and spring semesters. The enrollment in these courses has exceeded six hundred adult learners during the past year. Course offerings include a variety of traditional vocational programs such as welding, electrical, woodworking and collision repair as well as technical programs in Adobe Photoshop, web design, computer repair and computer applications. Residents interested in taking these and other types of practical courses are encouraged to call Mr. Raymond Callahan, Adult Education Coordinator, at (978) 671-3679 for information and/or a brochure.

School of Practical Nursing: During June commencement exercises, the School of Practical Nursing graduated its tenth class, comprising 34 Licensed Practical Nurses (LPN.) Since its inception in September of 1994, a total of 357 students have successfully graduated from this program and have gone on to rewarding careers as Licensed Practical Nurses. This intense ten-month program offers qualified adults a combination of evening coursework and clinical externship experiences that prepare aspiring healthcare professionals for the LPN exam. The significance and benefit of this valuable program to the community is magnified by the extreme shortages of qualified healthcare professionals that exist both locally and nationally. Residents interested in applying to the LPN program are urged to contact the Director of the School of Practical Nursing, Ms. Patricia Noonan, at (978) 671-3646.

Middle School Career Awareness: Over 400 middle-school students from District sixth, seventh, and eighth

grades participated in after-school, career awareness activities during the winter of 2004. Students spent five hours exploring each of twelve different career paths—options aligned with the manufacturing, transportation, services, information technology and construction industries. Mr. Anthony Celata administers this program. He can be reached at (978) 671-3615 for registration information. The program is free of charge and is available to District middle-school students. Busing is provided by SVTHS.

Tech Prep: SVTHS is very proud of the articulation agreements that it has developed with nine local colleges. Through the nationally recognized Tech Prep program, these agreements provide qualified SVTHS students the opportunity to receive college credit for coursework completed prior to high-school graduation. Students receive post-secondary credit when they matriculate into a degree program at one of the nine institutions. These Tech Prep articulation agreements serve to further develop career paths for our graduates, maximize their interest in obtaining advanced degrees in their vocational-technical areas and assure that students are engaged in a post-secondary educational career path that is both relevant and rewarding. Ongoing negotiations with several union and open-shop apprenticeship programs focus on articulated advanced-placement for qualified students who choose to enter apprentice programs upon graduation.

Summer School: SVTHS offered twenty-one courses to one hundred and forty-five students from surrounding towns and school systems during the summer of 2004. Courses were offered in English 8, 9, 10, 11, and 12; Mathematics 8, 9, 10; Algebra 1; Algebra 2; Geometry; U.S. History; World History (Civilization); World Cultures; Social Studies; Civics; Lab Physical Science; Lab Biology; Earth Science; and Physical Education. Many courses were team taught, requiring students to complete integrated research tasks in a state-of-the art PC lab. In addition, developmental and remedial instruction was offered by certified Consulting Teachers of Reading using traditional and technologically-assisted instruction. Individual and small-group pull-out tutoring was available for students whose Educational Plans stipulate these services. Individuals seeking summer-school information should contact Dr. Robert Kanellas, the Summer School Coordinator, at 978-671-3631.

Swim Programs: SVTHS offered several high-quality swim programs on a year-round basis during 2004 in its

Olympic-sized swimming pool. Youth swim lessons, water aerobics, and family-swim programs were available on a regularly scheduled basis during the winter, spring, summer and fall seasons. In addition, the Shawsheen pool acts as the home site for interscholastic high-school swim teams from the Billerica, Bedford and Burlington public schools. During the summer months, local organizations and recreation departments from Wilmington, Tewksbury and Burlington schedule pool hours as part of their respective programs. Individuals seeking swim program information should contact Mr. Anthony Fiore, Aquatic Director, at 978-671-3699.

Computer Services

Student Information System: Using the iPASS student information system, the Computer Services staff completed the 2004 academic school year in compliance with all Department of Education and district reporting requirements. The local iPASS system was modified to report on the 52 data elements required by the Department of Education, which last year required only 35 elements. During the summer, all academic student scheduling as well as ninth grade exploratory scheduling was completed for the highest student enrollment in Shawsheen history. For the first time, the “welcome back to school” letter to parents was also generated by the iPASS system. Work continued on the Certificate of Occupational Proficiency report that allows vocational teachers to provide each student with a detailed report of the student’s competencies in their shop area. With the addition of a new secure front-end server, teachers were also able to enter their quarterly progress report and report card grades from home for students in their classes. In addition, the new iPASS Parent Access Manager was introduced and enthusiastically received for parents to be able to view up to date information on their children in the areas of attendance, grades, schedules and discipline information.

Computer Network: During the year, a new firewall with an enhanced content filter for web access was installed. In the spring, a new district email server was installed to handle Microsoft Exchange 2003, and a front-end web server was added to provide email access for staff from home using the web. During the summer, a new front-end web server, donated by Sun Microsystems, was installed to provide web access to the iPASS system for teachers and parents. Also during the summer, the network staff changed the district’s Internet Service Provider (ISP), providing a

substantial cost reduction to the district. In September, the staff also implemented a SPAM filter that is eliminating over 400,000 SPAM emails per year from the school's network. The network staff continues to upgrade the virus protection system as well as the Microsoft system updates for all of the computers in the district. The computer-service staff also implemented some of group policy features of Windows 2003 Active Directory to better manage student use of the network.

Applications: The computer staff installed the new Kurzweil text-to-speech software system for use by the Support Services Department students, for whom the software converts printed text to audio text. The computer lab in room 501 utilized the new Net Support School product that allows teachers to monitor all the computers in the lab from the teacher workstation and also allows peer interaction. The computer-services department continues to maintain the Plato application for the mathematics department and the Success Maker reading and math modules for the English and Support Services Departments

Staff: Sadly, Mary Roach, a computer network technician in the Computer Services department, died after a courageous battle with breast cancer.

Guidance

Admissions: Continuing a statewide and district trend, applications for the freshmen class entering in September 2004 increased significantly. The Guidance Department received almost 600 applications and enrolled 335 freshmen for the class of 2009.

College and Career Planning Night: This year's College and Career Planning Night again attracted a large number of junior and senior students and their parents. Over 450 people attended this popular event. While most of the participants were Shawsheen students, invitations were also extended to their peers in the five-town district.

The number of colleges and local employers participating in this year's event also increased. Thirty-five local colleges and career schools sent representatives, as did all branches of the armed forces. Representatives from the industrial community included a mix of traditional trade areas as well as a significant number of technical areas.

A comprehensive workshop provided a detailed overview on the process, resources, and strategies for acquiring post-secondary financial assistance. Shawsheen

was fortunate to team with the Massachusetts Educational Financial Authority (MEFA) in this endeavor. The workshop was followed-up by a Financial Aid Night in January in which students and parents had the opportunity to work on and ask detailed questions about the Free Application for Federal Student Aid (FAFSA) form.

Co-Operative Education Program: Participation in the Co-Operative Education Program increased by approximately 30% over that of the previous two years. A state directed co-operative student evaluation is being phased in for the first time. The evaluation, completed by the local participating employers, is designed to address participant students' academic, technical, and employability skills. The evaluation process enhances the co-operative education experience of eligible students by identifying and implementing the skills requisite in evolving employment markets.

According to a plan currently in the planning stages, all seniors opting to participate in the co-operative program will be required to enroll in and pass a ten-hour Occupational Safety and Health Administration (OSHA) Safety Program for construction and general industry. Some students (depending on their career path) may opt to enroll in and pass an on-line ten-hour career training session.

Scholarships and Awards: Shawsheen graduates received numerous awards from colleges, career schools, and the state-sponsored scholarship program that recognizes academic excellence. Approximately \$60,000 in scholarships from local community organizations and Shawsheen affiliates complemented the monetary awards. And once again, the industrial community generously contributed tool and equipment awards to students entering their occupational fields upon graduation.

School Council

Principal Robert E. Cunningham reports early indications that recent policy changes are positively affecting student attendance. After much discussion, the School Council recommended comprehensive changes in the *Student Handbook*, raising the consequence for poor attendance. Results from an analysis of relevant data point to an increase in student attendance from 94.3% during the 2003-2004 school year to 95.2% for the same period in the 2004-2005 school year. This policy change was designed to reinforce Shawsheen's philosophy that recognizes the qualitative values of persistence, self-discipline, and pride in producing quality work.

Technical Programs

Automotive: The Automotive program continues to meet all standards required by the National Automotive Technical Education Foundation (NATEF) in the areas of curriculum, equipment, tools and teacher certifications. All instructors in the program are Automotive Service Excellence (ASE) certified expert technicians and are committed to keeping their knowledge and skills current. As a result of their commitment, students are prepared to meet the standards of a constantly changing industry.

To fill the instructional vacancy resulting from the June retirement of Dan Shea, Richard Lavoie joined the Automotive faculty. Mr. Lavoie, a highly experienced ASE certified expert technician who has taught for 15 years, immediately introduced many new tenth-grade curriculum projects that enhance students' readiness for live work in the subsequent grades. Ben Hurley, who replaced Dan Shea as Transportation Department Chair, has modified the Automotive related curriculum by redesigning the related classroom to enhance instructional strategies, student activities, and—as a result—access to and utilization of the facility. The redesign continues to support students' access to the Automotive Information System software via twenty on-line computers at their desk. Automotive Information System is an unlimited curriculum and resource for safe auto repair instruction, technical information and the latest updates on specific jobs. The program also allows teachers to obtain lesson plans for job specific repairs and data repair for every car used for demonstration or service.

The visual and manipulatable instructional aids in the related facility include engine mock-ups, parts displays, posters and a full size break away car—all of which are integrated into formal related instruction. These resources serve as invaluable instructional resources for students of all levels of ability.

The Automotive program continues to respond to vehicle-repair requests from District towns, including many requests from elderly citizens. The students also maintain all the school owned vehicles, which are used for outside construction programs and nursing externships. These experiences provide the student with live work that would not otherwise be available.

Automotive seniors received ten hours of OSHA general-industry safety training and received 10-hour cards to document their participation. This inaugural Shawsheen

effort will enhance the seniors' employment and earning potential.

Auto Body: The Auto body program is in the process of updating curriculum and equipment in preparation for its National Automotive Technician Education Foundation (NATEF) recertification visit this year. In the past, the program has met all the required standards for equipment, curriculum and teachers' certifications. Meeting NATEF's strenuous standards is an important goal for new instructor, Roland Tremblay, as he adapts to his new instructional environment. Mr. Tremblay brings 30 years of experience along with his work with NATEF to the Auto body instructional team, as they prepare to secure recertification and—toward that end—to improve the quality of automotive service and repair.

Under Mr. Tremblay's tutelage, students now use single- and two-stage paints; they mix their own paint; and they use new, portable, hand-held, ventilated sanders, which has positively affected the air quality in the shop.

The redesign of the transportation computer lab has allowed the Auto body students continued access to the NATEF curriculum on the Internet and has provided for a wider range of curriculum activities. This curriculum keeps students up-to-date with the latest automotive technology. The Auto body program has continued its on-line safety program this year, which provides students with a safety certificate that is recognized throughout the industry.

Along with their Automotive peers, senior Auto body students received ten hours of OSHA general-industry safety training and received 10-hour cards to document their participation. Similar, again, to their Automotive peers, Auto body students continue to respond to vehicle-repair requests from District towns, including many requests from elderly citizens, and they maintain school-owned vehicles.

Heating Ventilation, Air Conditioning and Refrigeration (HVAC-R): The HVAC-R program continues to secure required instructional equipment through capital budget purchases and donations. Training students on the state-of-the-art equipment is critical to prepare students for the expectations of prospective employers. Many of these donations were obtained from local businesses and advisory members who have supported the program for years. Subsequent to the donation of an oil-fired boiler, the instructors integrated oil-heat objectives in the curriculum. HVAC-R instructor Kevin Buckley also facilitated this cur-

riculum addition by earning oil-burns certification in the fall. Other donations include three condensing units and a gas-fired furnace.

An important training component of the HVAC-R program is the real community work requested by District communities, which recently include the installation of a gas furnace and ductwork at the Howe Museum; the conversion of an oil furnace to a gas furnace and central air conditioning system at the Billerica VFW; the installation of an oil furnace and ductwork at the Wilmington West School; and design, calculation and installation of two central A/C systems for house projects in Wilmington. In addition, students participated in major school projects, providing maintenance and troubleshooting services that assist SVTHS's Building and Grounds efforts and provide substantial cost savings to the District.

The HVAC-R instructors have initiated the certification process with Partnership for Air Conditioning, Heating and Refrigeration Accreditation (PAHRA). This is a three-year process. When completed, SVTHS's HVAC-R program will be the first program of its kind in the state to obtain this national and prestigious certification.

Business Information Services: The business program has introduced a new certification course called IC3 Basic to sophomores. At the completion of the course, the students will receive an Internet and computing core certification, which recognizes their understanding of a computer functions as well as their ability to make minor PC repairs. Students are also receiving certifications in Microsoft applications, which include Word, Excel, Access and Power Point—fundamental and important skills possessed by competent workers in the current business environment.

Through the efforts of Linda Swasey, the business program now has a chapter of Business Professionals of America. This organization exists to promote business opportunities and competitions for business students in high school. Eleven students have joined the organization and will compete in marketing and business competition at the state level. Those who succeed at the state level will have the opportunity to compete at the national level.

The students have had the chance to hear and attend seminars from guest speakers, many businesses, and colleges. The seminars included: Customer Service by Pat Morrow, Middlesex College; Protocol Around the World, Katharine Gibbs College and Going Global, Macintosh College.

The marketing curriculum has been expanded again this year to increase students' opportunities upon graduation. Competencies are developed through the operation of the school's store and handling the compilation, collection, and distribution of the morning food break orders for the entire school.

Carpentry: The Carpentry department, along with all the construction trades, is in the process of constructing a 3,000 sq. ft. colonial house. The house is being built for a Wilmington resident who placed her name in the school's house lottery last spring. The house-building program provides students the opportunity to develop skills in framing exterior finish, roofing and interior finish. This outside project not only provides students with valuable live work in which to develop knowledge and skills but also helps instill strong work ethics and a commitment to a customer. With the retirement of Courtney Lloyd and the hiring of Richard Weadick, this year the Carpentry department continues to support District projects that have included the completion of the Billerica Housing Authority House Project, the renovation of the Billerica Howe Museum, the Bennett Library Deck Project, the re-roofing of the Elks Pavilion, the construction of a Pavilion at Tewksbury Playground, the restoration of Wilmington West School House, and the construction of a Wilmington West Intermediate School Sign.

These projects provide valuable work experience for the students, and they result in tremendous savings to District towns and organizations.

All seniors again received a 10-hour OSHA card in construction safety.

Cosmetology: The Cosmetology program has expanded its community service program in which teachers accompany sophomore and senior students to District nursing homes, senior centers and assisted-living facilities. Cosmetology students have visited and provided services at senior centers in Tewksbury, Bedford, Wilmington, Billerica and Burlington. In addition, students continue to service the elderly on Elderly Citizens Day by providing beauty makeovers and a lunch in the dining room. These types of programs provide students with real live work and, at the same time, instill compassion for the elderly. Many local citizens also take advantage of cosmetology services at the school on a regular basis.

In the beginning of September the students began learning a software program called cyber imaging, which

was recommended by the advisory committee. This software will give students the skill and knowledge to obtain employment in salons with the latest technology in hair design.

The instructors proudly announce that, as a result of their ongoing commitment to industry-aligned curriculum standards, all of last year's graduates received state cosmetology licenses.

Culinary Arts: The Culinary Arts department is in the final stages of preparing for its accreditation by the American Culinary Association. The process of updating curriculum and equipment to meet the standards of the American Culinary Federation (ACF) has been on going for the last two years. Completion of the necessary documentation and an evaluation of the program by the ACF are being planned for this year. Once the program receives this certification, the students will have the opportunity to take the ACF exam and receive their ACF credentials. Because of a new safety curriculum implemented this year, many of the Culinary students have gained knowledge and skills that prepared them to take the Serve Safe certification exam, which many have received. Many food establishments require this credential as a condition of employment today.

The operation of the guest dinning room continues to be a valuable component of the Culinary program. The dinning room allows the public to have an enchanting Culinary experience four days a week for a very reasonable cost. The Culinary department recently planned, prepared and served 250 meals to advisory- committee members during their annual meeting. In addition, Culinary students prepared meals for four citizenship awards banquets.

Another key component of the Culinary program is the bakery. In the bakery program, the students learn to bake creative breads and pastry, and they operate an on-site retail bakery, which is open to the public four days a week. The bakery also supplies many items to the Culinary program for the students' break service.

Diesel: The Diesel program is certified by the National Automotive Technical Education Foundation (NATEF), with the instructors' meeting Automotive Service Excellence (ASE) certifications in all areas of instruction. John Havens, a SVTHS Diesel instructor, is also an evaluation-team leader for the organization, which allows him to stay current with all regulation changes each year. In addition to NATEF, the program maintains national certifications in

Mechanical Repair Pollution Prevention and an online safety program called SP2.

The senior Diesel students received 10 hours of training in OSHA General Industry Safety last September and received a 10-hour card.

Some of the work projects students have accomplished this year include the overhaul of a box van donated to SVTHS and the reconditioning of the fuel system, transmission, and brakes for a donated handicap van.

Drafting: SVTHS is the first school in the Commonwealth to earn recertification by the American Drafting and Design Association (ADDA.). This was made possible by the commitment and hard of the instructors, who maintained up-to-date trade standards in a rapidly evolving industry. Drafting instructor, Andy Botticelli, chairs the Massachusetts curriculum committee for the organization and provides support to other vocational schools in the Commonwealth who have applied for certification. Many senior students received ADDA certification for the first time last year.

Software programs on which Drafting students are developing skills include Auto-CAD, Solid Modeling, Pro -E, and G.I.S Terrain Modeling. Although the students adhere to a strict and vigorous curriculum, they still have the chance to gain real project experience by providing renovation designs and construction drawings for the Masonry department, the school store, the nurse's office, and the Wilmington West School.

The efforts of the Drafting instructors has resulted in the most technologically advanced drafting program in the state but—more importantly—in outstanding employment and post secondary opportunities for Drafting students upon graduation.

Electronics: Through capital budget funding, the Electronics program was able to complete the second phase of their Lab-Volt and NIDA computer based instructional equipment purchases. To fully exploit the instructional technology, the Electronics faculty developed new curriculum, which exposes the students to a much broader and more rigorous range of projects. In addition, the curriculum was revised to include computer repair at the sophomore level, which resulted in eight students' receiving A+ certification this year.

At the start of this school year, the students were welcomed with a new, completely furnished related classroom. Desks in the new room were constructed in the Carpentry shop, which saved the District a significant expense. The addition of the new related room has provided a much quieter and safer environment for the students to learn electronic theory.

Electrical: The Electrical students continue to gain a wide range of competencies through outside projects. They obtained skills and knowledge in the industrial aspect of the field this past year by completing the wiring for the new heating and air conditioning system installed in the administrative offices. Other school projects included the rewiring of all lathes and Computer Numerical Control (CNC) machines in the Machine Shop, and the wiring of machines in the Graphic Arts shop. The students develop maintenance and trouble-shooting skills by providing ongoing support for the school's Maintenance staff. The outside community projects in which the Electrical students have been involved include the Howe Museum in Billerica, the West School in Wilmington and the house-building project in Wilmington. The experience the students obtain doing the rough and finish wiring at the house-building project prepares them for residential employment upon graduation.

Student enrollment in the Electrical shop again necessitated changes in the shop workstations. The new workstations supported more comprehensive junior and senior rough-wiring projects. In addition, the mock framed wall area where sophomores practice house wiring was redesigned.

Through the capital budget process, the program purchased new ladders and staging equipment for the shop and outside program.

Graphic Arts: In September, Timothy Broadrick joined the Graphic Arts faculty and immediately began to assist in the implementation of rigorous curriculum and technological changes in the Graphic Arts program. His extensive experience and knowledge of the Graphic Arts industry strengthens the program in the area of pre-press.

The Graphic Arts department purchased six new G5 computers and new software to keep pace with an industry evolving from film to digital processing. With the professional oversight and advice of its advisory committee, the Graphics staff submitted a renovation and purchase plan to

the capital-budget committee to accommodate the transition to state-of-the-art industry standards. The administration, acting on the recommendation of the capital-budget committee, approved and funded the project, which will begin this spring.

The students in the Graphic Arts program develop valuable competencies by completing various printing projects for the school and district towns. The students also oversee the copying center, where teachers and administrators request or execute copies of materials like informational handouts and instructional worksheets.

Health: The Health seniors, all of whom are participating in the externship program, secured placement at a medical facility or nursing home during the first week of school. The externship program provides work experience under real conditions—training that is not possible in a school setting. Many of this year's seniors have been placed on co-op as Certified Nursing Assistants, Medical Assistants, and Child Care Aides. The current placement rates of seniors in both the externship and co-op programs strongly suggest that the Health curriculum effectively targets competencies required in the current employment market.

During the past summer, the two Health labs were totally renovated by staff members of the construction shops, who installed new ceilings, corian counter tops, tile flooring, lighting and cabinets by the opening day in September. As a result of these renovations, the purchase of new lab equipment, and specific curriculum revision and updating, the program met all standards of and was therefore endorsed by the National Health Association (NHA.) The NHA granted clinical and administration certifications. As a result of targeted curricular changes and the increase of professional staff, the American Heart Association currently offers students the opportunity to earn a certificate in CPR and First Aid.

The Licensed Practical Nursing (LPN) program currently has 30 full-time evening students working at Tewksbury Hospital, Lowell General Hospital, and New England Pediatrics. The LPN students begin their studies in August each year and graduate the following June. Of the 35 members of last year's graduating class, 34 passed their state board examination and received their LPN certification.

Internet: In 2004, the Internet program received a donation of 50 computers from industry for use in the comput-

er-repair component of the program—saving the school a substantial amount of capital-budget money. These computers provided the students with resources for developing the skills and knowledge required of the industry's A+ exam this. As a result, many Internet students passed the software and hardware portion of the A+ exam in December and received their certification. Internet students are also preparing for and taking Microsoft Application exams.

In order to strengthen the hands-on work experience for the students, the Internet program has initiated a computer repair service for the staff and school programs.

In the computer-programming and web-design component of the program, students continue to maintain the school's web site (<http://www.shawsheen.tec.ma.us>). Internet students have also been working with the Massachusetts National Guard to improve its web site.

Machine Technology: The Machine Technology program is certified by the National Institute for Metalworking Skills (NIMS). The program has met all NIMS standards for curriculum, equipment, and staff credentialing. Maintaining this certification is contingent upon students' earning credentials—which requires a minimum of 25% of them to pass the Level I exam, and 50% to pass the Level II exam. As a result of the program's meeting these criteria, NIMS has extended the certification until January 1, 2005. Because of the quality of the Machine Technology program and the qualifications of the program's faculty, NIMS has recruited Shawsheen instructors to become part of their evaluation team for other schools throughout the state. For the second time last June, graduates qualified to take the NIMS certification exam. Eighty percent of the graduates took the exam and received the desired credentials.

Because of the closing of a machine program in the western part of the state, the school was able to purchase a CNC lathe and milling machine at a fraction of its value. It has been installed and is now a valuable piece of equipment in the shop. This purchase has provided more students with important training time on CNC machinery. This training is critical in an industry that continues to demand, in large number, trained CNC technicians.

Recently, the school purchased twenty CNC software program licenses to support important changes in the senior related curriculum. The software has been installed in one of the school's computer labs, facilitating instruction and learning.

Machine Technology students have completed several projects to gain work experience on facility-based tasks and to support the needs of other programs throughout the school. Toward these ends, Machine Technology students have made new door signs for all garage doors, designed and made golf-tournament gifts, and machined parts for many machine-maintenance repairs.

Masonry: The Masonry students recently completed work on the baseball dugouts—a sophisticated professional task that required them to match the architectural design of the field house using similar brick and quoin corners. The workmanship of the project compares favorably to any in the trade. As a follow up to the dugout and field house projects, the students will construct a new brick storage building, whose architectural design will also match that of other structures on school grounds. In addition, the instructors are in the process of obtaining all the materials necessary to construct a new addition to the shop. The addition will allow them to integrate larger and more complicated curriculum projects into the program.

The Masonry program has supported the community with projects that include the Wilmington West School House, the Tewksbury Playground Pavilion, the Billerica Howe Museum, the Tewksbury Telescope building, and the Billerica Bennett Library.

As part of their curriculum requirement this year, senior Masonry students completed a ten-hour OSHA safety course, enhancing their employment opportunities upon graduation.

Metal Fabrication: The Metal Fabrication program has again upgraded its equipment. Using capital budget funds, the program purchased three new welding machines.

Because the Metal Fabrication program is a NIMS certified program, the students will have the opportunity to take the NIMS certification exam this year. This certification is the most widely accepted in the industry. Students who obtain NIMS certification earn skill recognition, establish professional credentials in the work place, and enhance their employment potential and options.

In October, the welding program was granted national certification by the American Welding Society (AWS). The staff worked hard for several months on the implementation of curriculum changes that aligned the welding program with rigorous AWS standards. As a result, students will be able earn a certificate that is recognized throughout the industry.

Like students in other programs, the senior Metal Fabrication students received 10 hours of training in OSHA General Industry Safety last September and received a 10-hour card.

And like students in other programs, Metal Fabrication students have gained work experience and supported the community and school with projects that include the fabrication of dock parts for the Yankee Clipper Council Boy Scouts of America, the fabrication of North Billerica Baptist Church heating ducts, the fabrication of Parent-Council and golf-tournament gifts, and assistance on repairs to school facility.

Plumbing: Community and school projects are an important part of the Plumbing program's curriculum, as they provide students with real live work. These projects give the students the opportunities to improve basic competencies learned at the lower grade level and to add new field-based skills and knowledge. Outside community projects such as the Billerica Howe Museum and the Wilmington West School House allowed the students to develop industrial skills. Participating in the completion of the house project for the Billerica Housing Authority and the construction of the Wilmington schoolhouse project ensured that the junior and senior students gained skills and knowledge in residential construction. The development of troubleshooting skills is an important program component accomplished through the program's maintenance curriculum, which benefits the school's plumbing system and saves the District operational money. The repair and installation of eyewash stations throughout the school was an important maintenance project completed this year. Efforts from the plumbing department, as well as from the other construction programs, make SVTHS a safer place for students to learn and for staff to work.

New equipment used to connect copper tubing was purchased recently, and the curriculum was updated to give students experience in this new technology. Through shop projects and maintenance work around the building, students will be using this new flange-flaring tool to connect copper tubing.

The senior Plumbing students received 10 hours of training in OSHA General Industry Safety last September and received a 10-hour card in Construction safety.

Technical Illustration: Technical Illustration has been given preliminary approval to expand its shop area to alle-

viate the crowded situation in the shop. The additional space will allow the instructors to expand the curriculum to include more freehand and creative projects.

Meeting the requests and needs of the sending towns and school involves the students in live work—tasks usually accompanied by demanding time-lines and rigorous quality standards. Technical Illustration students participated in signage projects for the interior and grounds of the school, for the Wilmington West Intermediate School, and for the golf tournament. In addition, Technical Illustration students assisted in the Billerica Veteran Organization Project.

SKILLS USA: SKILLS USA is a national organization allowing vocational/technical students the opportunity to enter specific skill competition and participate in numerous leadership events.

At the North District Conference last spring, 96 Shawsheen students competed and won 40 medals. Of those 40 students, 28 went on to win a medal in state competition, which included 6 gold medals. Three gold medal winners went on to compete at the national level and did an outstanding job representing SVTHS in the area of Business, Diesel, and Internet.

Certificate of Occupational Proficiency (COP): The COP is the Commonwealth's assessment program for technical education. It is being designed to measure the attainment of industry-based skill standards of students enrolled in technical education.

By June of 2005, the work of developing a framework for all vocational/technical programs throughout the state will be completed, which will be the base for development of the assessment piece for attainment of a Certificate of Occupational Proficiency.

Shawsheen has taken a leadership role in the COP process with many of our instructors providing their expertise as committee chairpersons and/or members.

Safety: The school is in the third year of a five-year process of developing and implementing a school-wide safety and health plan, under the direction of Roger Bourgeois, Director of Community Services, and John Lavoie, Director of Vocational/Technical Programs. Using both general and program-specific safety criteria, the committee is developing a plan that examines work practices, equipment, tools, environmental issues and educational

curricula in all programs. The committee overseeing the development and implementation includes administrators, teachers, students and safety experts from industry.

The implementation of the plan began last year with a vocational staff member in each program developing a safety plan which included updated safety curriculum for each piece of equipment and work practices. A student record safety plan consistent throughout each program has been put into place this year. A safety audit is conducted in each program to evaluate shop equipment and environment at the start of each school year. As a result of the audits, new safety equipment needs are identified, equipment is purchased, signage is improved, storage practices are changed, and environmental issues are addressed.

Through the efforts of Roger Bourgeois and the instructors in the construction and general industry programs, all the seniors in these programs have obtained an OSHA certification card. The students attended a ten-hour seminar at the onset of the school year during which they learned all aspects of construction and general industry safety. This certification provides our students with more job opportunities, as many companies require this certification as part of a hiring policy.

Conclusion and Acknowledgement

The SVTHS District School Committee, staff, and students gratefully appreciate the support that they receive from the residents of the 5-member District. The SVTHS family especially acknowledges the continued financial support of the local Town Managers, Finance Committees, and Town Meetings, who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth.

The District is grateful for the significant contributions provided by Shawsheen Tech staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2004. Those retirees are:

- Paul Ayotte, Multi-Media Specialist
- Kenneth Gabriel, Mathematics Instructor
- David Kaufman, Autobody Instructor
- Courtney Lloyd, Carpentry Aide
- Lawrence Marquis, Mathematics Instructor
- William Ritchie, Physical Education Instructor
- Daniel Shea, Automotive Instructor

- Mark Small, Guidance Counselor
- Judy Sweeney, Health Technology Instructor
- John Viveiros, Social Studies Instructor

Respectfully submitted,

Charles Lyons

Superintendent Director

BCAT

There were a lot of exciting events (both old and new) in Burlington during 2004. For BCAT that translated into good community programming. Some new events that received some coverage from BCAT volunteers and staff were the Grandview Farm Fundraiser on the Common sponsored by the Rotary Club as well the first Burlington Education Foundation's first Spelling Bee. Some perennial favorites were Pride Day Coverage, Truck Day on the Common, Memorial Day, Labor Day, and the annual BCSF Telethon that is now held at the BCAT Studio.

There were several community related special short series produced in conjunction with town departments. We produced another season's coverage of Concerts on the Common with the Recreation Department. Every Tuesday evening during the summer the BCAT van could be found on the common capturing the evening's entertainment. Production Coordinator Derek Blakeman teamed up with the Police Department to produce a special 5 part series profiling their Citizen Police Academy Program. A seven part series, "Passing on the Legacy: Our Veterans' Remember", was produced at BCAT through a combination of many people's efforts including Selectmen McKelvey, Veteran Services Director Bob Hogan, and BHS Principal Linda Hayes. BHS Teachers Jason Lord and Luke Day were responsible for all aspects of the taping and post production of the project.

We saw the premiere of several new interesting programs by community members as well. "Turntable", an interview discussion program with author's, musicians, etc. is a new series from producer Richie Sarno. "Simply Well" is a health and wellness program produced by Sally Willard and hosted by Chiropractor Dr. Jean-Marc Slak. "The Something Show" is a production that middle school student Kevin Parker has been producing as a way to branch out and use his skills learned in Video Voyagers.

The Video Voyager program, our after school video club for middle school students, also saw dramatic growth through the year. At the conclusion of the 2003-2004 Voyager season there were 14 active participants. We saw the return of most of those participants as well as many new, enthusiastic faces bringing the club total to our cap at 20 participants for the 2004-2005 season.

BCAT continued its transition into the digital domain. For the first time in our history, we began to record more of our programming on DVD than tape. Our master control area had to follow suit, so we now have more DVD players and VTRs. We also saw the acquisition of some new field equipment. We purchased two Canon GL2 mini DV cameras, rounding out our 6 field kits to all digital cameras. We also bought two new, upgraded, wireless microphones. These mics can be used with either handheld or lavalier (tie clip) mics.

2004 marked BCAT's first Appreciation Night. There is a very vibrant, dedicated community of volunteers here, so we decided to combine our Annual Meeting and Open House this year with a big thank you for our volunteers. Certificates and BCAT umbrellas were presented to select volunteers who have, over the years, made a special commitment to us on a continuous basis. In addition to all of the volunteers who were recognized, Brian Durkin was the recipient of the BCAT Student Grant and Joan Rolfe was presented the Volunteer of the Year Award.

Respectfully submitted,

Jennifer Dodge, Executive Director,
Burlington Cable Access Television

Rick Karwan, President, Burlington Cable
Access Television

Board of Directors:

Arlene DiRocco, Vice President

Brian Curtin, Treasurer

John Hofferty

Edward Hastings

Virginia Mooney

Herbert Clancey

Jim Melchionna

Robert Zahora



A scene from the Voyager Crew. From left to right, Hemali Patel, with the clipboard; Katherine Teebagy, the director; Chris Flaherty, in the sombrero; Jessica Maria, the star; Kevin Parker, arms crossed; Giovanni Ferrini, holding the tape case; Chris Nunes, on camera; and just out of shot as the director's assistant is Bryan Meegan holding the clipboard. Photograph by BCAT Staff



BCAT Executive Director Jennifer Dodge presents check to Student Grant Recipient Brian Durkin. Brian now attends Fitchburgh State College. He is studying TV Production in the Communications Department. Photograph by Karwanphotos.com

BURLINGTON COMMUNITY SCHOLARSHIP FOUNDATION

The Burlington Community Scholarship Foundation continues to grow and prosper. This year we raised over \$68,000.00 in pledges in our annual telethon. We thank the Wayne Johnson Memorial Scholarship Committee for \$11,500.00, The Brendan Curtin Memorial for \$6,000.00, the Murray Charitable Foundation for \$6,000.00, Facility Management for \$5000.00, the Mary Gibson Memorial Committee for \$2000.00, Burlington Ice Palace for \$2000.00, Burlington Police Patrolmen for \$1000.00, Enterprise Equipment and Gibson and Behman for \$1500.00. We thank the following businesses for their contributions of \$1000.00: Northern Bank and Trust, Citizen's Bank, Eastern Bank, Gedick Brothers, Century 21 Tabaldi Real Estate, A & F Bus Company, The Gutierrez Company, Banknorth, Nordblom Company, BHS Class of 1983, Comcast and Flanagan Insurance. We thank the Lion's Club for \$900.00, RCN for \$800.00 and Long's Jewelers for \$750.00. \$500.00 contributors were: Mass Audio-Visual, Lahey Clinic, Cranney HVAC Company, Vidoli Association Realtors, Burlington Firefighters, Stoneham Savings Bank, Julie Industries, Curtin Financial Services, Ruping Builders, Roland and Luci Damiani and the Doyle Lane Funeral Home. Special thanks to all of the school PTO's. Thanks also to Captain Pizza, Long's Jewelers, Out-Back Steakhouse, Delicious Desserts, Body Physique and Ms. Laura Mezynski.

We would be remiss if we did not express our gratitude to all of the residents who responded so generously to our student callers and who have contributed and continue to contribute to our cause through the tax check-off system.

The Telethon was very successful this year thanks to the help of so many people. Jack Ferrin continues to do an excellent job as Master of Ceremonies. The B.C.A.T. staff is invaluable and helps to make the Telethon get better each year. Each member of the BCSF Board of Directors pitches in and lends support for a successful telethon. Thanks also to Jack Dillon, Arthur Fallon, Raymond Harbor, Dr. Jim Picone, Melissa Cushing and Bob Buckley.

Our Telethon this year was dedicated to the memory of Attorney Harold Dulong. Harold was both mentor and catalyst to the B.C.S.F. He loved Burlington and advocated for each and every student in our schools. He was responsible for much of the success of the Foundation. Many members

of Harold's family attended the Telethon and joined in the celebration of Harold's legacy. Jennifer Dodge, Manager of B.C.A.T., did a masterful job in editing a moving tribute to Harold. Bob Buckley, Harold's partner at Riemer and Braunstein, LLP, made a \$10,000.00 contribution to the Foundation in Harold's memory. An addition \$8560.00 in contributions were received in memory of Harold.

To date, the Foundation has awarded \$341,700.00 in scholarship assistance to 250 high school seniors and 34 adult residents for a total of 284 residents of this Community. In 2004, we awarded \$84,200.00 in scholarship aid to 54 graduating high school seniors and six adult residents. Over 30 members of the Class of 2004 won Citizen Bank Class of 1983 Adopt-A-Class Scholarships in the amounts of \$300.00, \$500.00, \$1000.00, \$1500.00, \$1750.00, \$2000.00 and \$2500.00, more than ever had been awarded previously.

The list of Business Partners in our Adopt-A-Class Program remained the same with one exception. Reimer and Braunstein, LLP, have adopted the Class of 2015. Shaw's Supermarket has also been asked to adopt a class but no final word has been received as of this time. We are indebted to everyone who participates in our Adopt-A-Class Program; Parents, Class Advisors at Burlington High School, Peter Halvorson and Debbie Keene deserve our gratitude.

Serving on the Financial Advisory Committee to assist our Treasurer with investments are Jim Picone, Superintendent of Schools, and Juliette Mott of Stoneham Savings Bank and a member of our Board, Phil Gallagher, acts as our consultant and investment advisor, a position that was approved by the BCSF Board of Directors. Once again, we thank our Awards Committee for their dedication and hard work in distributing and processing applications for the B.C.S.F. scholarship awards. Members are: Rosemarie Tieri, Chairman, Donna Murray, Linda Collins, Ann Marie Baden, Gary Feldman, Peter Sims, Rosalie Nardella, Suzette Jones, Nancy Todd and Roberta Killilea.

In closing, I wish to express my deep appreciation to Dr. Jim Picone, Superintendent of Schools, Mrs. Linda Hayes, Principal of Burlington High School, all of the Board Members of the Burlington Community Scholarship Foundation, Bob Buckley, Melissa Cushing, Robert Factor and the following Burlington High School students who attended our monthly Board Meetings: Chrissy Conceision, Molly Cook, Sonika Hedge, Sandhya Narayanan, Peter Romagna, Alyse Gerardi, Erin Killilea and Mallory Vachon. Special thanks to Sharon Piccolo who recently retired from

the Foundation for all that she did over the years. Also, special thanks to Brian Curtin for his expertise in watching over our investments, to Tom Imbriglio for the great job that he does in facilitating scholarship distributions at Burlington High School, to my First Vice-President, Lucy Damiani for her support and advice, to our Secretary, Joan Corrao, and to all of the people of Burlington who support education and the Burlington Community Scholarship Foundation.

Respectfully submitted,

Stephen E. Preston, Jr., President
Burlington Community
Scholarship Foundation

BURLINGTON HOUSING AUTHORITY



For the past fifteen years, state auditors have reported that Burlington Housing Authority has managed in full satisfaction with the applicable state and federal regulations and guidelines.

2004 UPDATE:

There have been many exciting projects happening at the Authority in 2004. Burlington Housing Authority was awarded three major construction Modernization Projects, from the Housing and Community Development.

The first project awarded was an extensive elevator project, which started July 2003 and was completed December 2004, concluding with an official ribbon cutting ceremony on January 12. Starting in the Spring of 2005 there will be a window replacement project for Towerhill

and Birchcrest Arms. These new windows will be more energy efficient and easier for the tenants to operate. The third project to begin Spring 2005, involves an electrical, fire alarm and ventilation upgrade for Towerhill. This project is now in the design phase.

The Board of Commissioners and I have started the process of identifying possible future sites to increase the inventory of senior and family housing in Burlington. We have partnered a non-profit group to assist us in creating more affordable senior housing opportunities.

At the present time the Burlington Housing Authority's management inventory includes; sixty-five senior units at Towerhill and forty units at Birchcrest Arms; two local initiative units; two independently owned 705 state rentals; ten studio apartments set aside for low and moderate income at Longmeadow Place Assistant Living Facility; four Massachusetts state voucher rentals and ninety-eight section eight housing choice vouchers.

The Board of Commissioners continues to make Burlington residents a priority and voted to join the Massachusetts Nahro Section Eight Centralized Waiting List. This list will remain open; applications may be picked up at the Housing Authority, Library and Council on Aging offices. We recently had our family wait list open and are now in the process of filling two of our off site properties with Burlington residents.

The Board of Commissioners consists of Chairman James Rogers; Vice Chairman James Langley; Treasurer Harrison Graham; Vice Treasurer Joseph Arena and Member Michael Runyan.

The Board wishes to thank 2004 Tenant Presidents; Maureen Sullivan and Martha Harris for their time and efforts on behalf of our Residents. They would like to congratulate and welcome our new 2005 Tenant Presidents; Jack Miller and Jim Willis.

I have thoroughly enjoyed my first full year as Executive Director of the BHA and continue to welcome any and all questions and or concerns at anytime. I am also serving another term on the Housing Partnership Committee and will continue to serve our senior population with integrity and devotion.

Respectfully submitted,

Maureen Lynch
Executive Director

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees, and 10 state and 3 city of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.

In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

- **Municipal planning:** working with more than 25 communities under the Executive Order 418 program. EO 418 provides communities with up to \$30,000 in state funding to undertake overall visioning on local planning issues, including housing, economic development, natural resources, and transportation.
- **Bringing advanced technology to cities and towns in the region:** a contract with Pictometry International will provide aerial photographic images that municipal departments, including police and fire, can utilize to improve service delivery.
- **Adoption of smart growth principles:** MAPC developed and adopted principles of good planning practice that will encourage sustainable patterns of

growth to benefit people living throughout the metro Boston region. MAPC is also a founding member of the Massachusetts Smart Growth Alliance.

- **Metro Data Center:** The Center is an official US Census affiliate, helping to distribute demographic data throughout the region, including demographic, economic, and housing profiles for all 101 communities in metro Boston.
- **Transportation planning:** as vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the 25-year Regional Transportation Plan as well as the annual Transportation Improvement Program, including transportation spending priorities for the region. We also spearheaded development of transportation spending criteria, taking into account environmental, economic, and equity considerations.
- **Metropolitan Highway System Advisory Board:** MAPC staffs this board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the authority.
- **Regional Services Consortia:** The four regional consortia established by MAPC collectively purchased \$18 million in office supplies and highway maintenance services for its 31 member municipalities. The project also facilitates collegial forums among members' chief administrative officers focused on collaborative problem solving and resource sharing. MAPC recently became the purchasing and administrative agent for the Greater Boston Police Council, which assists over 300 units of local government in the purchase of police vehicles and other public safety supplies.
- **Metro Mayors Coalition:** Working with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing, employee health insurance, security and emergency coordination, and municipal relief legislation.
- **Homeland security:** addressing homeland security issues by facilitating cross-municipal partnerships between police, fire, and emergency management departments to acquire and share equipment, and more generally to plan for emergencies involving multiple municipalities; fiduciary agent for state/federal grant funding through the Massachusetts Executive Office of Public Safety.

- **Hazard mitigation:** initiating a federally-funded partnership to produce a hazard mitigation plan to protect nine coastal communities in the event of natural disasters, including flood, winter storm, wind, fire, and geologic hazards.

Please visit our website, www.mapc.org, for more details about these and other activities.

Metrofuture: Making A Greater Boston Region

MAPC has launched a new civic process, called MetroFuture, to create an updated regional vision and growth strategy for metropolitan Boston. MetroFuture engages city and town governments, state agencies, non-profits, business, labor and academic groups in this planning process. The outcome will be a vision and growth strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement this new framework for addressing the challenges facing metropolitan Boston.

The effort to create this new strategy was launched on October 29, 2003 at a Boston College Citizens Seminar. More than 400 citizens from a wide range of local and regional groups attended the event, and expressed their opinions on the region's resources and challenges as well as their own visions for the future. This input will be critical as we move to the next phase of this exciting multi-year project. Please visit the project web site, www.metrofuture.org, for more information.

North Suburban Planning Council (Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn)

In 2004, the North Suburban Planning Council (NSPC) was involved in a wide range of activities from community development planning to transportation issues. MAPC completed Community Development Plans under Executive Order 418 for Burlington, Reading and Woburn. As a follow-up to Executive Order 418, MAPC presented information on three state initiatives; the Commonwealth Capital Fund, the Priority Development Fund and the 40R Smart Growth Zoning initiative. MAPC also assisted Burlington, Reading, Stoneham, Wakefield, Wilmington, Winchester and Woburn with completing the Commonwealth Capital Fund applications.

The subregion was briefed periodically on the MetroFuture project. The results of the survey taken at Burlington Truck Day and the November 19 visioning event were tabulated and presented to the subregion at its January meeting.

The major areas of concern in transportation planning were the annual review of the TIP and the UPWP and the start of Phase II of the North Suburban Transit Opportunities Study.

The subregion was also kept apprised of the on-going review of the subregions that is taking place in conjunction with the MAPC strategic planning process. MAPC also made presentations to the subregion and to individual communities concerning the opportunity to apply for a Multi-Hazard Mitigation Planning grant.

MAPC Annual Report prepared and submitted by Marc D. Draisen, Executive Director, Metropolitan Area Planning Council.

TOWN MEETING MEMBERS

PRECINCT 1

Michael J. Austin	84 Locust St.	2005
Richard N. Binnall	68 Mill St.	2006
Linda K. Collins	18 Town Line Rd.	2007
Channing L. Entwistle	62 Beaverbrook Rd.	2007
Donna D. Gregorio	11 Donald Rd.	2006
John S. Ivas	9 Boulder Dr.	2005
Robert J. Macdonald	238 Fox Hill Rd.	2005

TMM 3/72-2/74,9/76-9/77

Michael Marchese, Jr.	11 Michael Dr.	2005
Elizabeth A. Murphy	20 Wildwood St.	2007

TMM 4/84-4/89

Cynthia J. Phillips	4 Michael Dr.	2005
Richard J. Roberto	10 Wildwood St.	2006
Gregory F. Ryan	3 Donald Rd.	2007
Maureen Monaco Ryan	3 Donald Rd.	2007
Mark S. Saia	8 Sumner St.	2006
Andrea C. Sheehan	228 Fox Hill Rd.	2005
Edward J. Walsh	2 Carol Ave.	2007
David J. Woodilla	3 Barnum Rd.	2006
Walter T. Zenkin	2 Toomey Cir.	2006

PRECINCT 2

William C. Beyer	67 Peach Orchard Rd.	2007
Patricia A. Carew	19 Winter St.	2005
<i>Write-In 2002</i>		
Kathleen M. Coluci	15 Colburn St.	2007
Ann Marie Comer	13 Lowell St.	2005
Todd M. Duggan	14 Hampden Ave.	2006
Mary E. Fitzgerald	7 Hampden Ave.	2005
Marjorie J. Foster	10 Kenmere Ave.	2006
<i>Write-in 2000</i>		
Angela J. Hanafin	15 Colburn St.	2007
<i>Write-in 2001</i>		
Daniel J. Hanafin	15 Colburn St.	2007
Judith E. Hanafin	9 Maple St.	2005
<i>Appt. 4/04 (Term 2006)</i>		
Jerome J. Lynch, Jr.	6 Winn St.	2005
Ann Louise McNamara	79 Mountain Rd.	2006
Margaret Merlesena	2 Burton Rd.	2007
<i>TMM 12/75-4/76</i>		
Karen Morgan	6 Wildmere Ave.	2007
<i>Write-in 2004</i>		
Eleanor N. O'Connell	33 Peach Orchard Rd.	2006
Andrew H. Olney	21 Julia Connors Dr.	2005
<i>Write-In 2002</i>		
John J. Ryan	7 Grandview Ave.	2006
<i>Write-in 1999</i>		
Anthony G. Sapienza	2 Crawford Rd.	2005

PRECINCT 3

Anne P. Coady	8 Woodside Ln.	2006
William Collins, Jr.	2 Theodore Cir.	2005
Sean P. Connors	14 Sears St.	2007
Kathleen S. Cool	9 Stony Brook Rd.	2006
Shari Lynn Ellis	3 Hickory Ln.	2007
Daniel J. Grattan	9 Fieldstone Dr.	2007
<i>Write-in 2004</i>		
Frances M. Heartquist	10 Briarwood Ln.	2005
<i>TMM 5/76-4/88, Appt 9/88 E 4/89</i>		
John D. Kelly	14 Oxbow Ln.	2005
<i>TMM 3/72-4/79</i>		
Stephen G. Marchese	4 Sears St.	2006
Mildred J. Nash	39 Sunset Dr.	2006
Mabel A. Nevins	26 Sunset Dr.	2006
Carol L. Powers	80 Lexington St	2005
<i>Appt. 9/04 (Term 2007)</i>		
Daniel J. Raske	3 Mildred Rd.	2005

Roger S. Riggs	4 Briarwood Ln.	2005
<i>Write-in 2001</i>		
Anne E. Rowe	94 Muller Rd.	2006
<i>TMM 3/72-4/88, A 9/88 E 4/89</i>		
Louis P. Rubino	4 Fred St.	2005
Paul A. Valleli	14 Marrett Rd.	2007
<i>TMM 4/93-1/94</i>		
Judith G. Wasserman	3 Indian Hill Rd.	2007
James Williams	12 Fred St.	2007
<i>Res. 8/17/04</i>		

PRECINCT 4

Betty M. Bullock	11 Crowley Rd.	2005
Thomas D. Conley, Jr.	20 Corcoran Rd.	2007
<i>Appt 9/96 Elected 4/97</i>		
Karen Cooper	69 Francis Wyman Rd.	2005
Michael C. Dellemonico	48 Washington Ave.	2007
Wendi J. Dellemonico	48 Washington Ave.	2006
Andrew Groh	132 Bedford St.	2005
Joan B. Hastings	14 College Rd.	2006
Lori Kashgegian	114 Francis Wyman Rd.	2005
Mark E. Kashgegian	14 Francis Wyman Rd.	2006
Constance K. McElwain	64 Francis Wyman Rd.	2007
Roberta E. Mills	19 Corcoran Rd.	2006
Frank P. Monaco	18 Corcoran Rd.	2006
Virginia E. Mooney	28 Mohawk Rd.	2006
<i>TMM 3/72-4/88, A 5/92 - E 4/93</i>		
James Patterson	5 Hancock St.	2007
William G. Poehler	7 Algonquin Dr.	2007
<i>TMM 4/82-10/84</i>		
Michael A. Proulx	76 Francis Wyman Rd.	2005
<i>TMM 4/88 - 4/89</i>		
Robert Michael Shea	27 Daniel Dr.	2005
Sally Willard	13 Foster Rd.	2007

PRECINCT 5

Patricia J. Angelo	2 Austin St.	2006
Susan MacDonald Boari	14 Raymond Rd.	2005
Richard P. Burkhart	10 Joanne Rd.	2007
<i>Appt. 4/89 Elected 4/90</i>		
Elaine Lee Carpenter	5 Dearborn Rd.	2007
<i>Appt. 4/03 Elected 4/04</i>		
Mark W. DeCost	38 Manhattan Dr.	2007
Kenneth R. Forte	18 Wing Terrace	2005
<i>Appt. 9/82 Elected 4/83</i>		
Adrienne C. Gerbrands	1 Maureen Dr.	2007

Vincent H. Gerbrands	1 Maureen Dr.	2006
TMM 5/82-4/83		
John J. Hanley	1 Violet Rd.	2007
Nancy J. Hofferty	10 Purity Springs Rd.	2006
Virginia M. Igo	1 Arthur Woods Ave.	2006
Cathryn Lee	15 Raymond Rd.	2007
Moved to FL 8/04 (2007)		
Joseph E. Morandi	7 Winona Rd.	2005
Christopher P. Murphy	22 Bedford St.	2006
Appt. 4/02 Elected 4/03		
Hope M. Paulsen	618 Farms Dr.	2005
Moved to Pct. 3 from 5 (Term 2006)		
Phyllis D. Roussell	75 Macon Rd.	2005
Deborah J. Squeri	5 Hillcrest Rd.	2005
David S. Tait	9 Meadowvale Rd.	2005
Janine S. Towle	57 Macon Rd.	2005
Appt. 9/04 (Term 2007)		
Richard M. Wing	4 Wing Ter.	2005
Appt. 9/04 (Term 2005)		

PRECINCT 6

Marie A. Ardito	2 Edsel Dr.	2005
Appt. 9/93 Elected 4/94		
Roger A. Bell	18 Lisa St.	2006
Appt. 1/00 elected 4/00		
Catharine M. Boucher	9 Jackson Rd.	2005
Florence L. Carow	1 Jonathan Rd.	2007
Ellen M. Cormier	8 Chester Ave.	2006
John G. Cormier	8 Chester Ave.	2005
Daniel R. DiTucci	8 Lisa St.	2006
David J. Ghio	5 Holly St.	2006
TMM 4/89-4/97		
April L. Healey	23 Davida Rd.	2007
Richard H. Howard	158 Wilmington Rd.	2007
Thomas C. Killilea	15 Wheatland St.	2007
Thomas R. Miliano	15 Wilhelmina Ave.	2005
Florence Dolly Mountain	5 Eisenhower Dr.	2005
Deborah M. Mungillo	25 Thornton Dr.	2005
Moved to Pct. 1 from 6 (Term 2006)		
Joanna Schlansky	4 Gibson St.	2005
Stephen Spinosa	20 Gibson St.	2007
Joseph S. Stavolta, Sr.	12 Phyllis Ave.	2006
James Tigges	2 Maryvale Rd.	2007
Write-in 2000		

APPOINTED OFFICIALS

American Disabilities Act Coordinator	Robert C. Hogan
Animal Control Officer	Gerald Mills
Appraiser/Assistant Assessor	Russell H. Washburn
Archivist/Records Manager	Daniel C. McCormack
Assistant Town Administrator	Anthony Troiano
Assistant Town Administrator	Lawrence M. Rittenberg, Ret. 9/04
Assistant Town Clerk	Eleanor M. Gelinas
Building Inspector	John Clancy
Community Life Center Director	Wesley Simons
Conservation Administrator	John Keeley
Council on Aging Coordinator	Margery McDonald
Director of Veteran Services	Robert C. Hogan
Emergency Services Director	Stephen Duke
Environmental Engineer	Heidi Porter
Fire Chief	Lee Callahan
Fire Chief	Paul L. Thibault, Jr., Ret. 10/04
Health Agent/Sanitarian	Sharon Mastenbrook
Housing Authority Executive Director	Maureen Lynch
Human Resources Director	Anne Marie Tucciarone-Mahan
Labor Counsel	Collins, Loughran & Peloquin
Library Director	Laura Hodgson
MAPC - TIP Coordinator	Thomas F. Hayes
MBTA Advisory Board	Eleanor N. O'Connell
Metropolitan Area Planning Council	Anthony Fields
MWRA Designee	Syamal N. Chaudhuri
Planning Director	Anthony Fields
Police Chief	Francis J. Hart, III
Recreation Director	Donald Roberts
Recreation Maintenance Director	Douglas Gillingham
Sealer of Weights & Measures	Richard H. Howard
Superintendent of Public Works	Syamal N. Chaudhuri
Town Accountant	Gail A. LaPointe
Town Administrator	Robert A. Mercier
Town Counsel	Kopelman and Paige, P.C.
Town Engineer	Thomas F. Hayes

APPOINTED BOARDS AND COMMITTEES

Appointments made by: Town Administrator

Beautification Committee(5) 1 year Standing

Carolyn R. Engel	9 Park Dr.	2005
Edward Hastings	14 College Rd.	2005
George M. Major	29 Lantern Ln.	2005
Joan McSweeney	1 Doris St.	2005
Elaine Zuccaro	6 Pearson Cir.	2005

Bike Committee 1 year Ad Hoc

John Donaldson	62 Winn St.	2005
Kevin B. McKelvey	Selectmen	2005
Mildred Nash	39 Sunset Dr.	2005
James L. Nevins	26 Sunset Dr.	2005
Kevin J. Sullivan	Recreation Comm	2005

B-Line Advisory Committee 1 year Ad Hoc

Patricia Farrell	7 Jonathan Rd.	2005
Jennifer Gelinas	10 Hallmark Garden #7	2005
Nancy Hofferty	10 Purity Springs Rd.	2005
Kevin B. McKelvey	Selectmen	2005
Virginia E. Mooney	28 Mohawk Rd.	2005
Mildred Nash	39 Sunset Dr.	2005
Mabel Nevins	26 Sunset Dr.	2005
Paul R. Raymond	1 Dorothy Rd	2005

Board of Appeals(5) 5 years Standing

John A. Alberghini	2 Elm Ave.	2005
1st Alt. - 1 yr.		
William Gaffney	8 Joanne Rd.	2005
Wayne Harding	16 Chadwick Rd.	2009
Eugene S. Lane, Jr.	24 Cathy Rd.	2005
2nd Alt. - 1 yr.		
Robert M. Meaney	15 Sears St.	2006
George Murray	184 Mill St.	2008
John T. Sullivan	2 Laurel Ln.	2007

Board of Registrars(4) 3 years Standing

Jane L. Chew	7 Winn Valley Dr.	2006
Jeanne Ganley	50 Lexington St.	2007
Patricia A. Larson	23 County Rd.	2005
Robert J. Macdonald	238 Fox Hill Rd.	2006

Cable Advisory Committee(7) 1 year Ad Hoc

Vacant	2003	
Vacant	2005	
Howard Alberts	3 Arborwood Dr.	2005
Jennifer Dodge	BCAT	2005
Daniel Dunn, Chr.	29 Stony Brook Rd.	2005
Richard Linder	3 Maud Graham Circle	2005
Sally Willard	13 Foster Rd.	2005

Community Life Center(10) 2 years Standing

Vacant	2005	
Fr. John R. Crispo	111 Winn St.	2005
Candace F. Gustafson	30 Paulson Dr.	2006
Michael Howard	18 Burlington St.	2006
Thelma Iozzo	7 Chandler Rd.	2005
Marilyn Langley	13 Algonquin Dr.	2006
Ronald J. MacKenzie	18 Spruce Hill Rd.	2006
Ann McNamara	79 Mountain Rd.	2005
Roberta Mills	19 Corcoran Rd.	2005
Betty Murphy	20 Wildwood St.	2006

Conservation Commission(7) 3 years Standing

Larry S. Cohen	8 Wilhelmina Ave.	2006
Indra Deb	17 Pathwoods Ave.	2005
Marylee Everett	14 Hart St.	2007
Gail M. Lima	188 Mill St.	2005
Christopher M. LoRusso	9 Paulson Dr.	2006
Kerry Melanson	8 Freeport Dr.	2005
Philip E. Sutton	4 Park Dr.	2007

Council on Aging(7) 3 years Standing

Eleanor Bonfanti	16 Lisa St.	2007
Jeannette S. Cain	7 Hallmark Grdn. #6	2005
Alternate 1 yr.		
Ruthann Covino	1 Marvel Ave.	2005
John J. Gulde	16 Dearborn Rd.	2006
David LeBlanc	36 Sandy Brook Rd.	2005
Alternate 1 yr.		
Mary Lindley	64 Bedford St.	2005
Muriel O'Brien	26 Maryvale Rd	2006
Mary E. Patterson	22 Carol Ave.	2005
Alternate 1 yr.		
Gordon C. Thomson	5 Frances Rd.	2005
Robert Wong	20 Lowell St.	2007

Cultural Council(5-22) 3 years Standing

Anne P. Coady	8 Woodside Ln.	2005
Eileen Feldman	19 Freeport Dr.	2006
Rick Karwan	8 Francis Wyman Rd	2007
Wayne Little	BHS	2006
Charlanne Maynard	Library	2007
Florence Dolly Mountain	5 Eisenhower Dr.	2006
William Timothy Rose	10 Locust St.	2006
Janet M. Towers	28 Humboldt Ave.	2006

Disabilities Access Committee(9) 1 year Standing

Robert J. Emmert	21 Crystal Circle	2005
Bernice Ferguson	19 Bedford St.	2005
Mary Jane Fietze	42 Bedford St.	2005
Joseph A. Impemba	Selectmen	2005
Maura F. Mazzocca	5 Black Horse Ln.	2005
Christine Monaco	18 Corcoran Rd.	2005
Walter Sullivan	15 Birchcrest St.	2005
Kenneth Tigges	4 Ellen Rd.	2005
Bernadette Whittington	1 Ganley Dr.	2005

Grandview Farm Use Committee 1 year Ad Hoc

Norman B. Biggart	4 Baron Park Ln. #1	2005
Brenda L. Cahoon	3 Lucy Rd.	2005
Robert J. Costa	8 Laurel Ln.	2005
Binnie Factor	6 Briarwood Ln.	2005
Toni Faria	6 Butters Ln.	2005
Kathleen A Horton	125 Lexington St.	2005
Mary Ippolito	8 Erin Ln.	2005
John S. Ivas	9 Boulder Dr.	2005
Wayne Little	Billerica, MA	2005
Alan R. McCarthy	104 Mill St.	2005
William T. McDonough	18 Maud Graham Cir.	2005
Kevin B. McKelvey	Selectmen	2005
David F. Metzdorf	8 Shady Lane Dr.	2005
Roger Morrison	5 Hope St.	2005
Hope M. Paulsen	618 Farms Dr.	2005
Norma C. Robichaud	5 Highland Way	2005
Sonia Rollins	8 Paula St.	2005
<i>Selectmen</i>		
Nicholas G. Rubino	16 Phyllis Ave.	2005
Auralie Slowey	13 Paulson Dr.	2005
Judith A. Spano-Davis	60 Lexington St	2005
June Tabaldi	212 Cambridge St.	2005
Beverlee Vidoli	17 Thornton Dr.	2005

Historical Commission(5) 3 years Standing

Norman B. Biggart	4 Baron Pk. Ln. Apt. 1	2007
Sandra J. Coven	5 Forest Rd.	2005
<i>Alternate 1 yr.</i>		
Joao T. Demelo	50 Skelton Rd.	2006
Antoinette Faria	6 Butters Ln.	2006
Joyce Fay	11 Raymond Rd.	2005
Kathleen Horton	125 Lexington St.	2007
Gene Rossi	174 Winn St.	2005
<i>Alternate 1 yr.</i>		

Housing Partnership 1 year Ad Hoc

Ernest E. Covino, Jr.	1 Marvel Ave.	2005
John DeFrancesco	50 Westwood St.	2005
Phyllis Etsell	3 Eisenhower Dr.	2005
Albert L. Fay, Jr.	Selectmen	2005
Wayne Harding	16 Chadwick Rd.	2005
Jayne L. Hyde	17 Meadowvale Rd	2005
Maureen Lynch	15 Birchcrest Rd	2005
Virginia E. Mooney	28 Mohawk Rd.	2005
Michael S. Runyan	7A Mountain Rd.	2005

Information Systems Advisory (7) 1 year Ad Hoc

Vacant	2005	
Vacant	2005	
Laurence J. Conway	18 Wildwood St.	2005
Daniel Dunn	29 Stony Brook Rd.	2005
David Fionda	46 Freeport Dr.	2005
Steven Z. Harris	9 Donna Ln.	2005
Peter O'Keeffe	47 Skelton Rd.	2005

Rink Oversight Committee(5) 1 year Ad Hoc

Brian Curtin	Treasurer/Collector	2005
Stephen G. Marchese	Ways & Means	2005
Don Roberts	Recreation	2005
Craig Robinson	School Dept.	2005
Sonia Rollins	Selectmen	2005

Sign Bylaw Committee 1 year Ad Hoc

Robert Factor	6 Briarwood Ln	2005
<i>Rotary</i>		
Albert L. Fay, Jr.	Planning	2005
Richard H. Howard	158 Wilmington Rd	2005
<i>Bylaw Review</i>		
Jayne L. Hyde	17 Meadowvale Rd	2005

Sign Bylaw Committee 1 year Ad Hoc

Joseph A. Impemba	Selectmen	2005
Mary Liz MacNeil	10 Van de Graaff Dr	2005
BBRT		
Joan McSweeney	1 Doris St	2005
Beautification		
Robert M. Meaney	15 Sears St	2005
Bd of Appeals		
George Murray	184 Mill St	2005
Bd of Appeals		

Sr. Housing Options Committee 1 year Ad Hoc

Arlene A. DiRocco	10 Old Colony Rd.	2005
Albert L. Fay, Jr.	Selectmen	2005
Garry Feldman	19 Freeport Dr.	2005
Robert Hogan	61 Center St.	2005
Sheila Howard	2 Hallmark Garden #4	2005
Jayne L. Hyde	17 Meadowvale Rd	2005
Robert M. Meaney	15 Sears St.	2005
Hope M. Paulsen	8 St. Mary Rd.	2005

Stormwater Management Advisory 1 year Ad Hoc Committee

Vacant	Nordbloom Mgmt	2005
Vacant	Gutierrez	2005
Syamal Chaudhuri	DPW Superintendent	2005
James J. Dion	Board of Health	2005
Marylee Everett	Conservation Commission	2005
Tony Fields	Planning Director	2005
Charles E. Fuller	3 Rolling Ln.	2005
Gary Gianino	Selectmen	2005
Tom Hayes	Town Engineer	2005
Jayne L. Hyde	17 Meadowvale Rd	2005
John Keeley	Conservation Commission	2005
Terry McSweeney	Board of Health	2005

Town Common Oversight 1 year Ad Hoc

Carolyn R. Engel	9 Park Dr.	2005
Douglas Gillingham	Recreation Maint.	2005
Joan McSweeney	1 Doris St.	2005
Elaine Zuccaro	6 Pearson Circle	2005

Appointments made by: Moderator
Bylaw Review Committee(5) 1 year Standing

Richard H. Howard	158 Wilmington Rd.	2005
Jerome J. Lynch, Jr.	6 Winn St.	2005
Evelyn M Mottolo	3 Dover Dr.	2005

Bylaw Review Committee(5) 1 year Standing

Judith G. Wasserman	3 Indian Hill Rd.	2005
David J. Woodilla	3 Barnum Rd.	2005

Capital Budget Committee(7) 3 years Standing

Thomas D. Conley, Jr.	20 Corcoran Rd.	2007
Sharmili Das	3 Thomas St.	2005
Daniel J. Grattan	9 Fieldstone Dr.	2005
Frank P. Monaco	18 Corcoran Rd.	2007
Daniel J. Raske	3 Mildred Rd.	2006
John J. Ryan	7 Grandview Ave.	2006
Walter T. Zenkin	2 Toomey Cir.	2007
Appt. 7/00		

Facilities Committee (7) 2 years Standing

Vacant	2005	
Vacant	2006	
Vacant	2006	
William F. Callahan	6 Carter Rd.	2004
Patricia A. Carew	19 Winter St.	2004
Sean P. Connors	14 Sears St.	2005
Paul V. Gedick	5 County Rd.	2004

Human Services Committee(7) 3 years Standing

Vacant	2006	
Anne P. Coady	8 Woodside Ln.	2007
Jean B. Golding	26 Beacon St. 31C	2005
Mabel Nevins	26 Sunset Dr.	2006
Cynthia J. Phillips	4 Michael Dr.	2007
Maureen Monaco Ryan	3 Donald Rd.	2005
Joanna Schlansky	4 Gibson St.	2005

Land Use Committee(9) 3 years Standing

Nancy J. Hofferty	10 Purity Springs Rd.	2006
Robert P. Knudsen	3 Bates St.	2006
Karen A. Moyer	7 Kingsdale St.	2005
Andrew H. Olney	21 Julia Connors Dr	2007
Richard J. Roberto	10 Wildwood St.	2006
Phyllis D. Rousell	75 Macon Rd.	2007
Mark S. Saia	8 Sumner St.	2005
Paul A. Valleli	14 Marrett Rd.	2007
Sally Willard	13 Foster Rd.	2005

Rules Committee(13) 1 year Standing

Vacant	2005
Vacant	2005

Rules Committee(13)	1 year	Standing
Vacant	2005	
Vacant	2005	
Elaine Lee Carpenter	5 Dearborn Rd.	2004
Kathleen M. Coluci	15 Colburn St.	2004
Mark W. DeCost	38 Manhattan Dr.	2004
Joseph C. George	4 Grandview Ave.	2004
Joan B. Hastings	14 College Rd.	2004
Eleanor N. O'Connell	33 Peach Orchard Rd.	2004
James Patterson	5 Hancock St.	2004
James Tigges	2 Maryvale Rd.	2004
Edward J. Walsh	2 Carol Ave.	2004

Ways & Means Committee(15)	3 years	Standing
Marie Ardito	2 Edsel Dr.	2007
William C. Beyer	67 Peach Orchard Rd.	2007
Catharine M. Boucher	9 Jackson Rd.	2005
<i>Appt. 7/03</i>		
David J. Ghio	5 Holly St.	2007
Michael J. Hardy	7 Thornton Dr.	2006
Joan B. Hastings	14 College Rd.	2006
Thomas C. Killilea	15 Wheatland St.	2005
John T. Lyons	105 Bedford St.	2007
Stephen G. Marchese	4 Sears St.	2006
James D. Melchionna	15 Birchcrest St. #111	2006
Karen A. Moyer	7 Kingsdale St.	2005
<i>Appt. 7/03</i>		
Christopher P. Murphy	22 Bedford St.	2005
Richard R. Raso	6 Thornton Dr.	2005
<i>Appt. 6/01</i>		
Phyllis D. Roussell	75 Macon Rd.	2007
<i>Appt. 1/04</i>		
Robert M. Shea	27 Daniel Dr.	2006

ADJOURNED (THIRD) TOWN MEETING

MONDAY, JANUARY 26, 2004
FOGELBERG AUDITORIUM – BHS

A quorum being present, the meeting was called to order at 7:50 P.M. with a salute to the flag. A motion to adjourn to Wed. January 28, 2004 to complete the business of the Warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

ARTICLE 1 RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

The Moderator announced that further committee reports would be heard when respective articles were discussed.

ARTICLE 2 RE: Sale of Land/Sleeper Drive

To see if the town will vote to transfer from the Board of Selectmen for general municipal purchases to the Board of Selectmen for the purpose of conveyance and to authorize the Board of Selectmen to convey, for such consideration as the Selectmen may determine, all or any portion of the following properties:

Three parcels of land on Sleeper Drive, being a portion of the premises conveyed to the Town by Ann M. Ruping, Trustee of the Sleeper Drive Realty Trust, by deed recorded with the Middlesex District Registry of Deeds on November 23, 2002 as Instrument No. 69, which three parcels are shown on Town Assessors Map 30 as Parcels 35-10, 35-11 and 35-15; and further are identified as Lots 18, 19 and 23 on a plan entitles "Marion Estates Definitive Subdivision Plan in Burlington, Mass.," dated August 9, 1977 prepared by Raymond Engineering Service, recorded with the Middlesex District Registry of Deeds as Plan No. 588 of 1978 in Book 13456, Page 125, or to take any other action relative thereto.

MAIN MOTION: Move that the Town vote to transfer from the Board of Selectmen for general municipal purposes to the Board of Selectmen for the purpose of conveyance and to authorize the Board of Selectmen to convey all or any portion of two parcels of land on Sleeper Drive, being a portion of the premises conveyed to the Town by Ann M. Ruping, Trustee of the Sleeper Drive Realty Trust, by deed recorded with the Middlesex District Registry of Deeds on November 23, 2002 as Instrument No. 69; which parcels are shown on Town Assessors Map 30 as Parcels 35-10 and 35-11; and further to appropriate the sum of \$500,000, being all of the proceeds of the sale of said parcels, for the purpose of making structural repairs and renovations to the Grandview Farm.

Recommendations: Land Use Committee voted 5-0 in favor of the sale of Lot C.

After considerable debate a motion to move the question was seconded and so voted. There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 77 IN FAVOR AND 11 OPPOSED THE MAIN MOTION CARRIED.

ARTICLE 3 RE: Simonds Trust

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the amount of \$9,500.00, or any other sum, for the maintenance and improvement of Simonds Park, same to be spent under the direction of the Recreation Commissioners, or to act in any other manner in relation thereto.

MAIN MOTION: Move that the Town vote to accept from the Trustees, under the will of Marshall Simonds, the amount of \$9,500 for maintenance and improvement of Simonds Park, same to be spent under the direction of the Recreation Commissioners.

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 4 RE: DPW Pavement Management/ Chapter 90

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$480,603 or any other amount to pay for the purpose of funding the paving, drainage repairs and installation of sidewalks, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

MAIN MOTION: Move that the Town vote to accept the Chapter 90 allocation for 2004 and appropriate the sum of \$480,603 for the purpose of funding the paving, drainage repairs and installation of sidewalks, same to be spent under the direction of the Town Administrator.

Recommendations: Ways & Means 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 5 RE: TRW Park Water Bubbler

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of \$5,000.00 to pay for the installation of a water bubbler at TRW park, or to act in any other manner in relation thereto.

MAIN MOTION: Move that the Town vote to transfer from the Ways and Means Reserve Fund line item 137 the

sum of \$5,000 to pay for the installation of a water bubbler at TRW Park.

Recommendations: Ways & Means 0-11-1 in opposition.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 6 RE: Street Light Purchase

To see if the Town will vote to Raise and Appropriate, transfer from available funds, borrow or otherwise provide a sum of \$157,500.00 to pay for the debt service associated with the previously approved Town Meeting vote to purchase the street lights in the Town of Burlington, or to act in any other manner in relation thereto.

MAIN MOTION: Move that the Town vote to transfer from FY2004 Street Lights line item 97 the sum of \$150,000 to FY2004 Principal Debt Service line item 134 and \$7,500 to FY2004 Interest Debt Service line item 135 for a total of \$157,500.

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 7 RE: Cemetery Perpetual Care Trust Fund

To see if the Town will vote to Raise and Appropriate, transfer from available funds, borrow or otherwise provide a sum of \$12,000.00 to pay for FY 2004 expenses within the Cemetery Dept, or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ARTICLE 8 RE: Amend Zoning Map – Rezone Wheeler Rd.

To see if the Town will vote to amend the Zoning Map to rezone a certain parcel of land known as 14 Wheeler Road, identified on Town of Burlington Assessors Map 56 as Parcel 24, from One Family Dwelling (RO) District to Planned Development (PD) District in accordance with the Concept Plan including, without limitation the "Burlington Residential Communities, Wheeler Road" zoning regulations submitted in accordance with Article XII, Section 12.1.4 of the Town of Burlington Zoning By-Law included as part of the backup material to this Warrant Article; said land is further described as follows:

A certain parcel of land with the buildings thereon on the northern side of Lexington Street in Burlington, Middlesex County, Massachusetts, bounded and described as follows:

Beginning on the westerly end of a stone wall on the northerly side of the road to Bedford near the junction

of said road and Lexington Street, and running slightly northerly by said road to Bedford and Lexington Street by a broken line two hundred and twenty (220.00) feet and one hundred and four (104.00) feet respectively to a corner in said wall at land of owners unknown;

Thence turning and running northwesterly by a stone wall one hundred (100.00) feet to a break in said wall;

Thence turning and running northerly and slightly northeasterly by the continuance of said stone wall one hundred five and 5/10 (105.50) feet and eighty-five (85.00) feet respectively to a post in said wall;

Thence turning and running in a northwesterly direction by an irregular line, being part by a stone wall, one hundred forty (140.00) feet, one hundred and one (101.00) feet, sixty-six (66.00) feet and one hundred and twenty-five (125.00) feet respectively;

Thence turning and running northerly by said wall, one hundred fifty-six (156.00) feet to a post at land of owners unknown;

Thence turning and running westerly two hundred and sixty-one (261.00) feet to a post at land of owner unknown;

Thence turning and running slightly southeasterly three hundred and eighty-one (381.00) feet to a post;

Thence continuing in the same direction generally two hundred eighty-four (284.00) feet to a post;

Thence in the same direction one hundred fifty-three (153.00) feet;

Thence turning and running southerly again two hundred and fifty-one (251.00) feet to a post;

Thence turning and running easterly eighty (80.00) feet to the point of beginning.

Said Premises are shown on a plan of land entitled, "Land in the Southern Part of Burlington Belonging to C.O. Hanson," dated February 1917, drawn by H.A. Millhouse, C.E., and recorded with said Middlesex South District Registry of Deeds in Plan Book 290, Plan 22.

EXCEPTING there from so much of the land as is included in a Taking by the Middlesex County Commissioners, recorded with said Middlesex South Registry of Deeds in Book 5657, Page 109.

EXCEPTING AND EXCLUDING, however, that portion of the above-described premises as shown as "Lot A 1.35 Acres" on a plan entitled, "Plan of the Land in Burlington, Mass.," dated July 30, 1962, drawn by E.J. Mulligan, Reg. Land Surveyor, and recorded with said Deeds in Book 10099, Page 315.

MAIN MOTION: As printed in the Warrant

Recommendations: Planning Board voted 6-0-1 in favor. Land Use Committee voted 5-0-0 in favor. Ways & Means voted 11-0-0 in favor.

The Moderator noted corrections to the Use Table in the PDD Concept Plan as follows:

In Section 1.2.6 on Page 3, the reference to 1.2.10 should read 1.2.9, and the reference of footnote 2 of the Use Table on Page 9 stating Sections 1.3.1-1.3.11 should read 1.3.1-1.3.10.

A motion to move the question was seconded and so voted.

There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 73 IN FAVOR AND 19 OPPOSED, THE MAIN MOTION AS CORRECTED CARRIED.

App'd. A.G. 2/12/04. Adv. Daily Times 2/19/04 & 2/26/04.

At 10:50 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

SPECIAL TOWN MEETING

WEDNESDAY, FEBRUARY 25, 2004
FOGELBERG AUDITORIUM – BHS

A quorum being present, the meeting was called to order at 7:40 P.M. with a salute to the flag. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

ARTICLE 1 RE: Special Town Counsel

To see if the Town will appropriate from available funds the sum of \$25,000 for the purpose of appointing special counsel to appeal the granting by the Burlington Board of Appeals, a variance from Article V, Section 5.2.0 of the Burlington Zoning Bylaw to the Lahey Clinic. Same to be spent under the direction of the Moderator or to act in any other manner thereto.

MAIN MOTION: To see if the Town will vote to transfer the sum of \$25,000 from Line 137 (Reserve Fund) to Line 11

(Moderator Expenses) for the purpose of appointing Special Counsel to appeal the granting by the Burlington Board of Appeals, a variance from Article V, Section 5.2.0 of the Burlington Zoning Bylaw to the Lahey Clinic same to be spent under the direction of the Moderator

Recommendations: Selectmen voted 0-5 in opposition. Ways & Means voted 0-6-3 in opposition.

A motion to end debate was moved, seconded and so voted.

ACTION: MAIN MOTION WAS DEFEATED

At 9:40 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

**MONDAY, MAY 10, 2004
FOGELBERG AUDITORIUM, BHS**

At 7:35 P.M., the Town Meeting Members of Precinct 2 assembled to fill the vacancy created by the failure to elect at the April Town Election.

Precinct 2 – Present and voting were: K. Coluci, M. Fitzgerald, M. Foster, A. Hanafin, D. Hanafin, J. Lynch, M. Merlesena, K. Morgan, E. O'Connell, and A. Olney.

Nominations: Judith Hanafin, 9 Maple St.

Unanimously voted to fill the vacancy until the next election.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (FIRST) TOWN MEETING

**FOGELBERG AUDITORIUM, BHS
MONDAY, MAY 10, 2004**

A quorum being present, the meeting was called to order at 7:45 P.M. with a salute to the flag. The Moderator swore in new Town Meeting Members. A motion to adjourn to Wed. May 12, 2004 to complete the business of the Warrant, if necessary, was moved, seconded and so voted.

The reading of the Warrant and Constable's Report was waived upon unanimous consent.

ARTICLE 1 RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

The Moderator announced that further committee reports would be heard when respective articles were discussed.

ARTICLE 2 RE: Amend Zoning Bylaws, Article II and Article IV

To see if the Town will vote to amend Article II and Article IV of the Zoning Bylaws, as follows:

To amend Section 2.16.1 to edit the definition of a Congregate Living Facility to read as follows:

Congregate Living Facility – A non-institutional, shared living environment which integrates shelter and service needs of functionally impaired and/or socially isolated seniors who are otherwise in good health, and who do not require constant supervision or intensive health care as provided by an institution. Each resident or couple shall have an individual bedroom and may have a separate living room, kitchen, dining area, or bathroom, and may share living, dining, and bathroom facilities with other senior persons, such as in a common dining facility.

AND further to amend Section 2.33.1 to edit the definition of a Group Care Facility to read as follows:

Group Care Facility – A type of group quarters operated under the auspices of the Department of Mental Health or the Department of Mental Retardation in which a group of up to eight (8) individuals not related by blood, marriage, or adoption live together as a single housekeeping unit under a common housekeeping management plan in which some form of health care is provided.

AND further to amend Section 4.2.1.11, to delete the terms congregate living and continuing care retirement Community, and to insert a "NO" in all zoning districts where a "-" currently appears;

AND further to amend Section 4.2.1.13 to delete the term Group Care Facility, and to insert a "NO" in all zoning districts where a "-" currently appears;

AND further to establish a new Section 4.2.1.14 "Congregate Living Facility", and to allow such use by Special Permit in the RC (Continuing Care) District, by right

in the Aquifer and Water Resource Districts, and to prohibit the use in all other zoning districts.

AND further to establish a new Section 4.2.1.15 "Continuing Care Retirement Community", and to allow such use by special permit in the RC (Continuing Care) District, by right in the Aquifer and Water Resource District, and to prohibit the use in all other zoning districts.

AND further to establish a new Section 4.2.1.16 "Group Care Facility", and to allow such use by right in all zoning districts, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Planning Board voted 7-0-0 in favor.
Land Use voted 7-0-0 in favor.

ACTION: UNANIMOUSLY APPROVED MAIN MOTION
App'd. by the A.G. . Adv. Daily Times .

ARTICLE 3 RE: Amend Zoning Bylaws, Article VI and Article IX

To see if the Town will vote to amend Article VI of the Zoning Bylaws, by amending Section 6.1.1 "Nonconforming uses", to add the following text to the end of the existing paragraph:

"provided, however, that a change in a nonconforming use to add or substitute another use not otherwise permitted by right in the zoning district in which the existing nonconforming use is located, shall only be granted upon the issuance of a special permit by the Planning Board to allow the newly requested use, subject to the following conditions:

a) The newly proposed use is within the same major use categories within the principal use regulations schedule (section 4.2.0) or accessory use regulation schedule (Section 4.3.0);

b) The newly proposed use is compatible with the surrounding uses in the neighborhood;

c) The newly proposed use meets the special permit approval criteria cited in Section 9.2.4 of this bylaw;

d) Where the new use is completely substituted for the previously existing nonconforming use, and the new use is not otherwise permitted in the zoning district, the newly substituted use shall be considered to be the nonconforming use and the previous nonconforming use shall not be re-established."

AND further to see if the Town will vote to amend Article IX of the Zoning Bylaws, by amending Section 9.2.2.2 "Special Permit Fees", to set the application fee for special permits for changes in nonconforming use under Section

6.1.1 at \$300.00, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 4 RE: Amend Administrative and Professional Classification Plan/Group 15

To see if the Town will vote to amend the existing Administrative and Professional Classification Plan by adding the title of "Director of Public Health" to Group 15 of said plan and furthermore to change the existing title of Information Systems Coordinator to Information Systems Manager within Group 15, or act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review voted 4-0-0 in favor.

A motion to end debate was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 5 RE: Amend Administrative and Professional Classification Plan/Group 11

To see if the Town will vote to amend the existing Administrative and Professional Classification Plan by adding to Group 11 the new title of "Assistant to the Information Systems Manager", or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review voted 4-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 6 RE: Amend General Bylaw, Article III Procedure of Town Meeting

To see if the Town will vote to amend the General Bylaws, Article III, Procedure of Town Meeting, by adopting the following new section:

17.0 Articles Requiring a 2/3 Vote

In addition to articles requiring a 2/3 vote as prescribed by Massachusetts General Law, any article requesting an appropriation for the purpose of the design and/or construction of a public facility must also be approved by 2/3 vote.

MAIN MOTION: In addition to articles requiring a 2/3 vote as prescribed by Massachusetts General Law, any article requesting an appropriation of \$100,000 or more for the purpose of the design and/or construction of a public facility must also be approved by 2/3 vote.

Recommendations: Bylaw Review voted 4-0-0 in favor.

ACTION: MOTION DEFEATED

ARTICLE 7 RE: Transfer of Dearborn Road

To see if the Town will vote to transfer from the Board of Selectmen for general municipal purposes to the Board of Selectmen for the purpose of conveyance, and to authorize the Board of Selectmen to convey a parcel of land with the buildings thereon known and numbered as 1 Dearborn Road, containing approximately 23,600 square feet, to the Burlington Housing Authority, on such terms and conditions and for such monetary consideration, which may be nominal consideration, as the

Selectmen may determine, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 8 RE: Petition Legislature for a Special Act Relating to Town Meeting

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact a Special Act, in the form set forth below, to ratify and confirm that the Town Clerk may charge a fee of \$.02 per copy per name for electronic records, consistent with the votes of the May 23, 1988 and September 8, 2003, Town Meetings; provided, however, that the General Court may only make clerical or editorial changes of form to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court and that the Board of Selectmen is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition, or to act in any other manner in relation thereto.

An Act Relative to the Town Meeting of the Town of Burlington

Section 1. Notwithstanding the provisions of chapter 66 of the General Laws, or of any other general or special law to the contrary, and consistent with the votes of the May 23, 1988, and September 8, 2003, Burlington town meeting adopting bylaws so providing, and the vote of the May 10, 2004, Burlington town meeting, the town clerk of the town of Burlington may charge a fee of \$.02 per copy per name for electronic records maintained by such clerk.

Section 2. This act shall take effect upon passage.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 9 RE: Acceptance of Land/Wildmere Avenue

To see if the Town will vote to authorize the Board of Selectmen to accept a donation of land consisting of 10,500

square ft and identified as Map 43, Parcel 208-1 on the Assessor's map and located on Wildmere Ave, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Land Use voted 5-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 10 RE: Recall Vote

To see if the Town will vote to petition the General Court to enact special legislation establishing recall procedures in the Town of Burlington as set forth below:

An Act Providing for Recall of Elected Officials in the Town of Burlington.

Section 1. Any person who holds an elected Town office with more than six months remaining of the term of office may be recalled from the office by the voters in the manner as herein provided.

Section 2. One hundred and fifty or more voters may file with the Town Clerk an affidavit containing the name of the officer whose recall is sought and a statement of the grounds upon which the petition is based. The signatures on such petition shall contain the names of at least ten voters in each of the precincts into which the Town is divided for the purposes of electing Town officers. If the said petition is found to be valid the Town Clerk shall thereupon deliver to the ten persons first named on such petition, petition blanks demanding said recall, printed forms of which he shall keep available. The blanks may be completed by printing or type-writing; they shall be addressed to the Board of Selectmen; they shall contain the names of the ten persons to whom they are issued and the grounds for recall as stated in the affidavit; they shall demand the election of a successor to the office; they shall be dated and signed by the Town Clerk within twenty days following the date they are issued, signed by a least ten percent of the total number of persons registered to vote as of the date of the most recent Town election. The Town Clerk shall within four (4) working days, commencing the day after submission with him/her submit the petitions to the Board of Registrars which shall within seven (7) working days, certify thereon the number of signatures which are names of voters

Section 3. If the petitions shall be certified by the Registrars of Voters to be sufficient, the Town Clerk shall forthwith and without delay submit the same with his/her certification. Upon its receipt of the certified petition the Board of Selectmen shall forthwith hold a meeting in accordance with the requirements of the Open Meeting Law and,

within two (2) working days, give notice, in writing, of said petition to the officer whose recall is sought. If said officer does not resign his office within five (5) working days following delivery of said notice, the Board of Selectmen shall order a special election to be held not less than sixty-five (65) nor more than ninety (90) days after the date the election is called, provided, however, that if any other town election is scheduled to occur within 100 days after the date the election is called, the Board of Selectmen shall postpone the holding of the recall election to the date of such other election, and the question of recall shall appear on the ballot at such other election.

Section 4. The nomination of candidates, the publication of the warrant for the recall election and the conduct of the recall election shall be in accordance with the charter and General Laws regulating elections.

Section 5. Ballots used at the recall election shall state the proposition in the order indicated:

For the recall of (name of officer)

Against the recall of (name of officer)

Adjacent to each proposition shall be a place to vote for either of said propositions. After the said proposition shall appear the word "candidates" and the name of the candidates arranged as determined by a drawing by lot conducted by the Town Clerk which shall be open to the public. If a majority of the votes cast on the proposition is against the recall, the votes for candidate need not be counted. If the majority of the votes cast is in favor of recall, the votes for candidates shall be counted and the candidate receiving the highest number of votes shall be declared elected.

Section 6. The incumbent shall continue to hold his office and to perform his duties until the recall election. If he is not then recalled, he shall continue in office for the remainder of his unexpired term. If the officer is recalled, he shall be deemed removed upon the certification of the election results. The candidate who receives the highest number of votes shall serve for the balance of the unexpired term.

Section 7. No recall shall be filed against an officer within six months after he takes office, or in the case of an officer subjected to recall and not recalled thereby, during the remainder of his unexpired term.

Section 8. This act shall take effect upon passage.

provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to bill before enactment by the General Court. The Board of Selectmen is hereby authorized to approve amendments which shall be

within the scope of the general public objectives of this petition; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: MOTION DEFEATED

ARTICLE 11 RE: Establish Revolving Funds

To see if the Town will vote to establish revolving funds for certain Town Departments under M.G.L. Chapter 44 S.53E1/2 for the fiscal year beginning July 1, 2004 with the specific receipts credited to each fund, the purposes for which each fund may be spent and the maximum amount that may be spent from each fund for the fiscal year, as published in the warrant, or to act in any other manner in relation thereto.

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Home Composting	Public Works	Fees charged for compost bins	Purchase of compost bins	\$5,000	Available for expenditure next year
Cross Connection-Backflow prevention	Public Works	Fees charged for devices that prevent mixing of potable and non-potable water	Contract services EPA authorized vendors who perform the testing	\$10,000	Available for expenditure next year
B-line Local	Public Works	Bus user fees	Salaries, expenses, contractual services to operate the intown B-line bus service	\$15,000	Available for expenditure next year
Nursing Programs & Services	Board of Health	Fees charged for medical & screening services and government or private reimbursements, i.e., Flu/Pneumonia vaccination	Medical equip. and supplies immunizations, educational materials and staff training	\$10,000	Available for expenditure next year
Plan Imaging	Building Depart.	2% of Building Department Fees Not to exceed \$10,000 annually	Archival imaging of building permit drawings and specifications	\$20,000	Available for expenditure next year

MAIN MOTION: To see if the Town will vote to establish revolving funds for certain Town Departments under M.G.L. Chapter 44 S.53E1/2 for the fiscal year beginning July 1, 2004 with the specific receipts credited to each fund, the purposes for which each fund may be spent and the maximum amount that may be spent from each fund for the fiscal year, as published in the warrant, or to act in any other manner in relation thereto.

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Home Composting	Public Works	Fees charged for compost bins	Purchase of compost bins	\$5,000	Available for expenditure next year
Cross Connection-Backflow prevention	Public Works	Fees charged for devices that prevent mixing of potable and non-potable water	Contract services EPA authorized vendors who perform the testing	\$10,000	Available for expenditure next year

B-line Local	Public Workds	Bus user fees	Salaries, expenses, contractual services to operate the intown B-line bus service	\$15,000	Available for expenditure next year
Nursing Programs & Services	Board of Health	Fees charged for medical & screening services and government or private reimbursements, i.e., Flu/Pneumonia vaccination	Medical equip. and supplies immunizations, educational materials and staff training	\$10,000	Available for expenditure next year
Plan Imaging	Building Depart.	2% of Building Department Fees Not to exceed \$10,000 annually	Archival imaging of building permit drawings and specifications	\$20,000	Available for expenditure next year

Recommendations: Ways & Means voted 11-1 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 12 RE: Transfer of Funds FY 2004 Various Accounts

A motion to postpone until Wed. May 12 was moved, seconded and so voted.

The Town Administrator, Town Accountant, and School Superintendent presented a financial overview to the Town Meeting Members.

ARTICLE 13 RE: Funding FY'05 Operating Budget

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of money sufficient to cover the requests of the various departments for

Fiscal Year 2005, or to act in any other manner in relation thereto.

RAISE AND APPROPRIATE:

Treasurer/Collector - Line 1-3

Salaries	407,034
Expenses	15,572
Special Accounts	200
Total	422,806

Assessors - Line 4-6

Salaries	184,827
Expenses	103,500
Special Accounts	0
Total	288,327

Town Clerk - Line 7-9

Salaries	209,317
Expenses	13,575
Special Accounts	34,125
Total	257,017

Moderator - Line 10-11

Salaries	150
Expenses	75
Total	225

Planning Board - Line 12-13

Salaries	157,177
Expenses	11,591
Total	168,768

Ways & Means - Line 14-15

Salaries	1,956
Expenses	350
Total	2,306

Capital Budget - Line 16-17

Salaries	900
Expenses	25
Total	925

Town Admin./Selectmen - Line 18-20

Salaries	331,800
Expenses	8,177
Special Accounts	189,000
Total	528,977

Human Resources - Line 20.1-20.3

Salaries	42,510
Expenses	7,688
Special Accounts	8,500
Total	58,698

Legal - Line 21-24

Legal Fees	120,000
Collective Bargaining	50,000
Tax Title	2,000
Cable TV Negotiations	1,500
Total	173,500

Accounting - Line 25-26

Salaries	169,787
Expenses	2,400
Total	172,187

Management Info Systems - Line 27-28

Salaries	160,012
Expenses	75,300
Total	235,312

Town Meeting & Reports - Line 29-30

Salaries	4,174
Expenses	18,060
Total	22,234

Town of Burlington

Registrar of Voters - Line 31-32

Salaries	1,000
Expenses	5,350
Total	6,350

Town Facilities - Line 33-34

Salaries	337,378
Expenses	344,659
Total	682,037

Central Administration - Line 35-45

Central Supply	105,000
Central Machines	26,000
Surplus Buildings	10
Chapter 32B – Health Ins. (AA)	7,160,000
Unemployment Comp. (AA)	50,000
Pension Reimburse (AA)	3,000
Town Insurance	(AA) 700,000
Financial Audit	(AA) 42,000
Medicare Tax (AA)	370,000
Charles George Settlement (AA)	0
4th of July/Town Event	0
Total	8,456,010

Board Of Appeals - Line 46-48

Salaries	11,404
Expenses	250
Special Accounts	3,700
Total	15,354

Conservation Commission - Line 49-51

Salaries	138,173
Expenses	3,100
Special Accounts	15,500
Land Mgmt/Legal ads	5,500
Stream Cleaning	10,000
Total	156,773

Historical Commission - Line 52

Expenses	1,685
Total	1,685

Sealer of Weights - Line 53-54

Salaries	5,245
Expenses	900
Total	6,145

Fire Department - Line 55-57

Salaries	4,250,465
Expenses	302,234
Special Accounts	97,810
Total	4,650,509

Emergency Management Service - Line 58-60

Salaries	5,000
Expenses	19,040
Special Accounts	220
Total	24,260

Building Inspector - Line 61-63

Salaries	359,504
Expenses	25,355
Special Accounts	10
Total	384,869

Police Department - Line 64-66

Salaries	4,474,699
Expenses	369,425
Special Accounts	170,565
Total	5,131,620

Department of Public Works - Line 67-72

Salaries	2,954,254
Expenses	1,571,740
Special Accounts	562,866
Rubbish & Garbage (AA)	1,700,000
Street Lights (AA)	262,300
Swift Law (AA)	18,000
Total	7,069,160

Community Life Center - Line 73-74

Salaries	330,014
Expenses	16,610
Total	346,624

Council on Aging - Line 75-77

Salaries	125,873
Expenses	10,150
Special Accounts	5,091
Total	141,114

Disability Access - Line 78-79

Salaries	1,778
Expenses	500
Total	2,278

Veteran's Services - Line 80-82

Salaries	84,322
Expenses	5,230
Special Accounts	42,500
Total	132,052

Board of Health - Line 83-85

Salaries	278,696
Expenses	33,959
Special Accounts	88,450
Total	401,105

Recreation Director - Line 86-89

Salaries	422,824
Expenses	35,740
Special Accounts	10,170
Total	468,734

Recreation Maintenance - Line 90-92

Salaries	574,383
Expenses	154,283
Total	728,666

Library - Line 93-95

Salaries	701,372
Expenses	119,984
Special Accounts	122,000
Total	943,356

Shawsheen Valley School - Line 96 (AA)ppd to 5/12

Local Education - Line 97	32,615,604
Debt Service - Line 98-99	
Principal (AA)	2,544,900
Interest (AA)	904,100
Total	3,449,000

Reserve Fund - Line 100 200,000

County Retirement - Line 101 (AA) 3,652,102

Negotiated Settlements - Line 102 400,000

Stabilization - Line 103 250,000

MAIN MOTION: as printed in the warrant with the exception of line 83, Board of Health Special Accounts, Mosquito Control from \$34,000 to \$28,800 changing the Board of Health total to \$401,105 and changing the Grand Total to \$73,875,995 and furthermore to fund said budget by transferring:

From FY04 Certified Free Cash the sum of \$1,000,000,
From Wetlands Protection account the sum of \$29,054,
From Pension Reserve Trust fund the sum of \$126,000,
From Prior Years Employee Benefits, the sum of \$280,000,

From Overlay Reserve the sum of \$300,000,
and raising and appropriating the sum of \$72,140,941
for a total FY05 Operating Budget of \$73,875,995.

Recommendations: Ways & Means voted in favor.

The budget was voted as a whole with the exception of the following line items that were voted individually: Town Administrator 18-20, Town Facilities/Central Facilities 33-45, Police 64-66, COA 75-77, Board of Health 83-85, Recreation Director 86-89, Recreation Maintenance 90-92, Public Library 93-95, Shawsheen 96, Local Education 97, Stabilization 103

A motion to postpone line item 96 until Wed. May 12 was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION

At 10:50 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew

Town Clerk

ADJOURNED (FIRST) TOWN MEETING

FOGELBERG AUDITORIUM, BHS
WEDNESDAY, MAY 12, 2004

A quorum being present, the meeting was called to order at 7:40 P.M. with a salute to the flag. A motion to adjourn to Monday, May 17, 2004 to complete the business of the Warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

ARTICLE 13 RE: Funding FY'05 Operating Budget

Shawsheen Valley School - Line 96 (AA) 1,229,306

A motion to end debate was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 12 RE: Transfer of Funds FY 2004 Various Accounts

To see if the Town will vote to transfer from available funds the sum of \$450,000 or any other sum, for the purpose of paying for expenses incurred in Fiscal Year 2004 to various accounts same to be spent under the direction of the appropriate authorities, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from -

Source of Funds	
Sewer Enterprise, Surplus	98,000
Water and Sewer, Occupancy	70,500
Debt Service, Interest	150,000
Total	318,500

To –

Uses of Funds	
Sewer Enterprise, MWRA Assessment	98,000
Information Sys., Contracted Services	44,000
Police, Occupancy	15,000
Town-wide, M & S Gasoline	14,000
Library, Occupancy	8,000
Fire, EMT Recertification	2,700
DPW, License Reimbursement	1,800
Water/Sewer, Overtime	56,000
Employee Benefits, General Insurance	70,000
Employee Benefits, Unemployment	9,000
Total	318,500

Recommendations: Ways & Means voted 8-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 14 RE: Fund the Administrative & Professional Compensation Plan

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for Fiscal Year 2005, and transfer from the Negotiated Settlement Account the amount of \$50,000 or any other sum, for the purpose of funding the plan under the direction of the appropriate authorities, or to act in any other manner in relation thereto.

MAIN MOTION: Transfer from the FY2004 Negotiated Settlement Acct. the sum of \$35,000 to pay for salary adjustments to the Administrative and Professional Compensation Plan and to act in any manner in relation thereto.

Recommendations: Ways & Means voted 8-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 15 RE: Fund the BPPA Contract

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$20,000 or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the BPPA Union (Police Patrolmen), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 16 RE: Fund the IBPO Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$55,000 or any other sum, for the purpose of funding the approved

Collective Bargaining Agreement between the Town of Burlington and Local 532 (Police Command Officers), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 17 RE: Fund the IAFF Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$70,000 or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Professional Firefighters (IAFF Local 2313), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 18 RE: Fund the DPW Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$45,000 or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Department of Public Works (Local 1703), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 19 RE: Fund the BMEA Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$60,000 or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the BMEA (Local 1703), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 20 RE: Fund the Part-time Salary Plan

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$10,000 or any other sum, for the purpose of funding the Part-time Salary Plan (under 20 hours) for Fiscal Year 2005, same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: Transfer from FY2004 Negotiated Salary Account the sum of \$8,000 to pay for salary adjustments to the Town's Part Time Compensation Plan or to act in any manner in relation thereto.

Recommendations: Ways & Means voted 8-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 21 RE: Funding FY 2005 Capital Budget

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money, or any other sum, for the items contained within the following proposed Fiscal Year 2005 Capital Budget, same to be spent under the appropriate authorities as indicated:

PROJECT NUMBER	DEPT	PROJECT NAME/DESCRIPTION	SPENDING AUTHORITY	APPROP. REQUEST
FROM SEWER ENTERPRISE FUND 05-1				
05-1	DPW/4"	Diesel Pump	Selectmen	15,000
SALE OF GRAVES FUNDS: 05-2				
05-2	DPW/Cemetery	Truck	Selectmen	25,000
RAISE AND APPROPRIATE 05-3 THRU 05-10				
05-3	DPW/Stripping	Tower Rehabilitation	Selectmen	40,000
	DPW/Mill Pond	Treatment Plant/ Total Organic Carbon Analyzer	Selectmen	23,000
05-5	Fire/Aerial	Fire Truck	Selectmen	750,000
05-6	Fire/Fire	Prevention Vehicle	Selectmen	33,000
05-7	Library/Fire	Alarm Panel	Selectmen	5,000
05-8	Recr/Cargo	Van Replacement	Rec. Comm.	19,000
05-9	Recr/Purchase	of Bucket Truck	Rec. Comm.	114,000
05-10	Recr/Simonds	Park Tennis Courts Renovation	Rec. Comm.	33,720

or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money, or any other sum, for the items contained within the following proposed Fiscal Year 2005 Capital Budget, same to be spent under the appropriate authorities as indicated:

PROJECT NUMBER	DEPT	PROJECT NAME/DESCRIPTION	SPENDING AUTHORITY	APPROP. REQUEST
FROM SEWER ENTERPRISE FUND 05-1				
05-1	DPW/4"	Diesel Pump	Selectmen	15,000
SALE OF GRAVES FUNDS: 05-2				
05-2	DPW/Cemetery	Truck	Selectmen	25,000
RAISE AND APPROPRIATE 05-3 THRU 05-10				
05-3	DPW/Stripping	Tower Rehabilitation	Selectmen	40,000
05-4	DPW/Mill Pond	Treatment Plant/ Total Organic Carbon Analyzer	Selectmen	23,000
05-8	Recr/Cargo	Van Replacement	Rec. Comm.	19,000
05-9	Recr/Purchase	of Bucket Truck	Rec. Comm.	Defeated
05-10	Recr/Simonds	Park Tennis Courts Renovation	Rec. Comm.	33,720

Recommendations: Ways & Means and Capital Budget voted in favor of all items except items 8 and 9.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 22 RE: Rental of Bucket Truck/Recreation

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$14,400 or any other sum, for the rental of a bucket truck, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to raise and appropriate the sum of \$14,400 for the rental of a bucket truck.

Recommendations: Ways & Means voted 11-1-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 23 RE: Marshall Simonds Middle School/Heating And Ventilation Systems

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of (not to exceed) \$6,000,000 or any other sum, for the purpose of replacing all components of the heating and ventilation system at Marshall Simonds Middle School, including all costs incidental and related thereto, same to be spent under the direction of the School Committee, or to act in any other manner in relation thereto.

MAIN MOTION: That the sum of \$4,867,200 be and is hereby appropriated, to be expended at the direction of the School Committee, to pay costs of replacing all components of the heating and ventilation system at the Marshall Simonds Middle School, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7(3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Recommendations: Ways & Means voted 9-5-0 in favor. Capital Budget voted 4-0-0 in favor. Selectmen voted unanimously in favor.

A motion to end debate was moved, seconded and so voted. The Moderator called for a roll call vote on the main motion.

ACTION: BY A ROLL CALL VOTE OF 77 IN FAVOR, 19 OPPOSED, AND 1 ABSENTION, THE MAIN MOTION CARRIED

ARTICLE 24 RE: Fund Interest Charges Marshall Simonds Middle School

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$150,000 or any other sum, to provide the Town Treasurer

with funds to pay the interest charges associated with borrowing (temporarily) for the purpose of replacing all components of the heating and ventilation system at Marshall Simonds Middle School, same to be spent under the direction of the Town Treasurer, or to act in any other manner in relation thereto.

MAIN MOTION: Raise and appropriate the sum of \$2,500 to provide the Treasurer with funds to pay the temporary interest charges associated with borrowing amounts necessary for the purpose of replacing all components of the heating and ventilation systems at the Marshall Simonds Middle School.

Recommendations: Ways & Means voted 13-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 25 RE: Ice Palace Enterprise Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$686,916.87 or any other sum, to operate the Burlington Ice Palace, of which the \$686,916.87 will come from the Burlington Ice Palace Estimated Revenue Account, same to be spent under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to raise and appropriate the sum of \$686,916.87 to operate the Burlington Ice Palace, of which \$686,916.87 will come from FY04 Ice Palace Estimated Revenue Account.

Recommendations: Ways & Means voted 8-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 26 RE: Sewer Services Enterprise Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$3,505,800 or any other sum, for the FY2005 Sewer Services Enterprise Account of which \$3,305,800 will come from the Sewer Estimated Revenue Account and \$200,000 will come from the Sewer Enterprise Reserve Account, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 27 RE: Drug and Alcohol Task Force

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$2,500 or any other sum, to fund the expenses of the Burlington Drug and Alcohol Task Force, same to be spent

under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION: Raise and appropriate the sum of \$2,500 to fund the expenses of the Burlington Drug and Alcohol Task Force.

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 28 RE: Will of Marshall Simonds

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum of \$9,500, or any other sum, for the maintenance and improvements of Simonds Park, same to be spent under the direction of the Recreation Commissioners, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 29 RE: Community Custodial Fees

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$27,000 or any other sum, to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non profit Burlington Civil Organizations, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to raise and appropriate the sum of \$27,000 to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non profit Burlington Civil Organizations.

Recommendations: Ways & Means voted 0-12 in opposition.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 30 RE: Main Fire Station Roof Repair

To see if the Town will vote to transfer \$39,783 from FY 2003 available Highway Garage and the "Players Building

Roof" (account #02825631-601914) to fund the repair of the main fire station roof, same to be spent under the direction of the Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means voted 12-0-0 in favor.
Capital Budget voted 4-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 31 RE: Fund Annual Town-wide Celebration

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$15,000 or any other sum, for the purpose of providing funds for an annual Town-wide celebration, same to be spent under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

Resolution #1 offered by M. Kashgegian, Pct. 4

Whereas the Ways and Means Committee makes recommendations to Town Meeting on all financial articles that involve the appropriation, transfer, expenditure, or raising and borrowing of money;

Whereas the Ways and Means Committee may make recommendations on any and all questions involving town affairs;

Whereas all other boards including the Board of Selectmen, the Planning Board, the Board of Appeals, the Board of Health, the Conservation Commission and the School Committee have their meetings televised live;

Whereas the importance of the discussions at the Ways and Means Committee meetings and the overall responsibility of the Ways and Means Committee with regards to the finances of the Town of Burlington is such that...;

I hereby submit a resolution to require all meetings of the Ways and Means Committee (Finance Committee) of the Town of Burlington to be televised on BCAT live.

A motion to end debate was moved, seconded and so voted.

Resolution carried.

Resolution #2 offered by P. Vallelli, Pct. 3

Whereas it appears that the Town of Burlington is being unfairly assessed its' portion of the Shawsheen Valley Tech Budget, Line 96;

and Whereas the Town of Bedford has extensive tax free property, to wit, Hanscom A.F.B., Bedford Veterans

Hospital, Middlesex Community College, and the Mitre Corp., a government

not-for-profit organization;

Therefore, be it resolved that the Town Administrator and Board of Selectmen seek a more equitable assessment by working with our State Representative and Senator.

Resolution failed.

At 10:30 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew

Town Clerk

MONDAY, SEPTEMBER 27, 2004

FOGELBERG AUDITORIUM, BHS

At 7:20 P.M., the Town Meeting Members of Precincts 3 and 5 assembled to fill the vacancies created by the resignations of Lee, Forte, and Williams.

Precinct 3 - Present and voting: Coady, Cool, Grattan, Marchese, Nash, Nevins, Raske, Riggs, Rowe, Rubino, Wasserman

Nominations: Carol Powers, 80 Lexington St.

Unanimously voted to fill the vacancy until the next election.

Precinct 5 - Present and voting: Angelo, Boari, Burkhart, Carpenter, Paulson, A. Gerbrands, V. Gerbrands, Hanley, Hofferty, Igo, Murphy, Roussell, Squeri, Tait.

Nominations: Janine Towle, 57 Macon Rd.; Auralie Slowey, Paulson Dr.; Richard Wing, Wing Terrace.

By a vote of Towle - 10, Slowey - 4, Wing - 10 and Blanks - 4

Towle and Wing were voted to fill the 2 vacancies until the next election.

Attest:

Jane L. Chew

Town Clerk

ADJOURNED (SECOND) TOWN MEETING

FOGELBERG AUDITORIUM, BHS

MONDAY, SEPTEMBER 27, 2004

A quorum being present, the meeting was called to order at 7:40 P.M. with a salute to the flag. The Moderator swore in new Town Meeting Members. A motion to adjourn to Wed. September 29, 2004 to complete the business of the Warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

ARTICLE 1 RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

The Moderator announced that further committee reports would be heard when respective articles were discussed.

ARTICLE 2 RE: Set Annual Town Election Date

To see if the Town will vote to set the date of the 2005 Annual Town Election as Saturday, April 9, 2005, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 3 RE: Amend General Bylaw Article V,

Section 2.1 — Finance Committee (Ways & Means)

To see if the Town will vote to amend General Bylaw, Article V, Section 2.1 to read as follows:

There shall be a Finance Committee consisting of fifteen (15) voters, *the majority of whom should be town meeting members*, none of whom shall be a Town Officer or employee, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant.

Recommendations: Bylaw Review Committee recommended no change.

ACTION: MAJORITY APPROVED MAIN MOTION

App'd. By A.G. .Adv. Daily Times .

ARTICLE 4 RE: Acceptance of Chapter 90

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$539,998 or any other amount to pay for the purpose of paving, drainage repairs and installation of sidewalks, same to be spent under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to appropriate the sum of \$539,998 for the purpose of paving,

drainage repairs and installation of sidewalks, same to be spent under the direction of the Board of Selectmen.

Recommendations: Ways & Means voted in 10-0-0 favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 5 RE: Fund the BMEA Contract

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$65,000 or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the BMEA ((Local 1703), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$65,000 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the BMEA (Local 1703), same to be spent under the appropriate authority.

Recommendations: Ways & Means voted 8-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 6 RE: Fund the DPW Contract

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$53,000 or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Dept. of Public Works (Local 1703), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from the Negotiated Settlement Account, the sum of \$53,000 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Department of Public Works (Local 1703), same to be spent under the appropriate authority.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 7 RE: Structural Repairs to Grandview Farm

To see if the Town will vote to transfer from available funds, borrow or otherwise provide a sum of money for the purpose of making structural repairs and renovations to the Grandview Farm property, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 8 RE: Grandview Senior Housing

To see if the Town will vote to authorize the Board of Selectmen to convey a parcel of land shown as "Area 3" on a plan entitled "Grandview Farm Planned Development District", prepared by the Town of Burlington Planning Department, dated April 2, 2001, which land contains 1.96 acres, more or less, and is subject to the Senior Affordable Housing Restriction, on such terms and conditions and for such monetary consideration as the Selectmen may determine, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to authorize the Board of Selectmen to convey a parcel of land shown as "Area 3" on a plan entitled "Grandview Farm Planned Development District", prepared by the Town of Burlington Planning Department, dated April 2, 2001, which land contains 1.96 acres, more or less, and is subject to the Senior Affordable Housing Restriction, on such terms and conditions and for such monetary consideration as the Selectmen may determine,

and will further vote to approve the proposed design and development plans for the Affordable Housing Development project in Development Area, 3, which plans are available at the Town Hall for review by Town Meeting members, being the site design and development plans for the Affordable Housing Development which are proposed to be submitted as part of the PD Special Permit application required under Section 12.1.5 of the Burlington Zoning Bylaws.

Recommendations: Ways & Means voted 9-0-2 in favor. Land Use Committee voted 6-0-0 in favor.

A motion to end debate was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 9 RE: Repairs to the Wildwood School

To see if the Town will vote to transfer from available funds (NESWC: Base Fee Credit distribution) the sum of \$75,000 or any other amount to pay for exterior repairs, structural analysis and securing of the Wildwood School, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from available funds (NESWC: Base Fee Credit distribution) the sum of \$75,000 to pay for exterior repairs, structural analysis and securing of the Wildwood School.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 10 RE: Transfer of Funds FY2005 Various Accounts

To see if the Town will vote to transfer from available funds (NESWC: Base Fee Credit distribution) the sum of \$235,000 to the following FY 2005 line items:

Line item 100 (Reserve fund)	\$110,000
Line item 71 (Street Lights)	\$ 25,000
Line item 41 (Town Insurance)	\$100,000

same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 11 RE: Purchase of Bucket Truck

To see if the Town will transfer from Article 22 of the May 2004 Town Meeting the sum of \$14,400 to pay for the purchase of a bucket truck to be used by the Recreation Dept and the DPW, same to be spent under the direction of the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 12 RE: Lightning Strike Deficit

To see if the Town will vote to transfer from the Insurance Reimbursement Account the sum of \$121,562 to offset the deficit created by the expenditures related to the lightning strike at the Burlington Police Department, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 13 RE: Amend Zoning Article IV, Section 4.2.0 "Principal Use Regulations Schedule" And To Create A New Section 4.1.7 "Additional Regulations for Restaurants in an IG District"

To see if the Town will vote to amend Zoning Bylaw Article IV, Section 4.2.0 "Principal Use Regulations Schedule" by changing Section 4.2.6.10 "Restaurant" to permit such use in a General Industrial (IG) District by Special Permit. The amended Section 4.2.6.10 should read as follows:

Use Designation	District
	IG

4.2.6.10 Restaurant SP

and further to amend the Zoning By-Law Article IV by adding a new Section 4.1.7 "Additional Regulations for Restaurants in an IG District". The new Section shall read as follows:

4.1.7 "Additional Regulations for Restaurants in an IG District"

The Planning Board may grant a Special Permit for a restaurant use within a General Industrial (IG) District, subject to the following restrictions:

4.1.7.1 Purpose

The purpose of allowing restaurants by Special Permit within an office/commercial park setting is to enhance previously established commercial areas by permitting a mixture of uses which reduce the number of vehicular trips generated during peak hour periods and promote pedestrian activities through the interconnection of compatible uses and facilities.

4.1.7.2 Procedures

All requests for consideration by the Planning Board for a Special Permit pursuant to this section shall be consistent with Section 9.2.0 "Special Permit" of this bylaw.

4.1.7.3 Approval Criteria

In addition to the approval criteria for special permits pursuant to Section 9.2.4 of this bylaw, the applicant shall comply with additional criteria as detailed below and the Planning Board shall make findings pursuant to these specific requirements:

a) Any proposed restaurant within an IG District shall be located within a previously established office/commercial park of 600,000 square feet or more.

b) Prior to the submission of any formal application to the Planning Board for consideration of a Special Permit under this section, the Planning Board shall make a determination as to whether the property qualifies as part of a previously established office/commercial park. An "office/commercial park" shall be defined as a property which, when taken as a whole with other properties in the general area, possesses a commonality of purpose, use, management, maintenance, and other indicia which provides to the general public a perception of a unified operation and character. In an office/commercial park, the individual parcels do not have to be under the same ownership. The definition of a particular office/commercial park may change over time based upon the Planning Board's determination that other properties have been incorporated into a commonality of operation and character. The determina-

tion of whether a property qualifies under this definition shall be at the discretion of the Planning Board.

c) Once an area has been designated by the Planning Board as an office/commercial park, any addition or removal of a parcel, shall require authorization by the Planning Board prior to the submission of any Special Permit application under this Section.

d) Any proposal for a restaurant submitted pursuant to this section of the bylaw shall be required to incorporate pedestrian enhancements which interconnect adjacent commercial buildings/properties through a network of sidewalks and/or bike paths. These amenities shall be considered by the Planning Board when analyzing any applicable traffic analysis and/or transportation demand management alternatives.

e) The total square footage of each restaurant pad and the total number of restaurants within an office/commercial park shall not exceed the following criteria:

i) No individual restaurant pad shall exceed 12,000 square feet.

ii) An office/commercial park with a square footage of 600,00-800,000 square feet shall be limited to no more than two (2) restaurant pads.

iii) An office/commercial park with a square footage in excess of 800,00 square feet shall be limited to no more than three (3) restaurant pads.

iv) In no case shall the maximum permitted square footage of a restaurant space within an office/commercial park include existing or proposed accessory cafeteria space.

f) Any restaurant proposed under this bylaw shall be a full service, sit down restaurant.

or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Planning Board voted 7-0-0 in favor. Land Use Committee voted 7-0-0 in favor.

AMENDMENT: A motion to amend the main motion section e) by eliminating section iii and amending section ii to read as follows: "An office/commercial park with a square footage of 600,000 or more square feet shall be limited to no more than two (2) restaurant pads." And to renumber section iv to section iii was moved, seconded and so voted.

There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 87 IN FAVOR AND 1 OPPOSED THE MAIN MOTION AS AMENDED CARRIED. App'd. By A.G. .Adv. Daily Times

ARTICLE 14 RE: Amend Zoning Bylaw Article VIII,

Section 8.4.0 "Open Space Residential Development"

To see if the Town will vote to amend Zoning Bylaw Article VIII, Section 8.4.0 "Open Space Residential Development" as follows:

To amend Section 8.4.4.a to reduce the minimum parcel size from ten acres to three acres, as flows: "The area of the parcel to be developed is not less than three (3) acres."

And further to amend Section 8.4.8 – Table of Open Space Residential Dimensional Requirements, to reduce the Minimum area of parcel from 10 acres to 3 acres, as follows:

Minimum area of parcel feet 3 Acres (130,680 square feet) or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 15 RE: Petition to Rezone 2 Wayside Road From a General Industrial (IG) District to a General Business (BG) District

To see if the Town will vote to amend the Zoning Map to rezone a certain parcel of land located at 2 Wayside Road, identified on Town Assessors Map 48, Parcel 2 consisting of approximately 16 acres, from General Industrial (IG) District to General Business (BG) District, as shown on the attached plan entitled "Wayside Commons, Site Plan", prepared by Arrowstreet, dated July 6, 2004, situated in the Town of Burlington, Massachusetts, Middlesex County, bounded and described as follows:

Legal Description

The parcel of land located in Burlington, Middlesex County, Massachusetts, described as follows:

Beginning at a point at the intersection of South Bedford Street and Wayside Road, thence N 50°08' 53" W for a distance of 176.84' along South Bedford Street

Thence N 51°32' 15" W for a distance of 72.68' along South Bedford Street

Thence along an arc of radius 1575.00' for a distance of 282.72' to a point at the intersection of South Bedford Street and the Northern Circumferential Highway

Thence along an arc of radius 12,100.00' for a distance of 742.40' along the Northern Circumferential Highway

Thence along an arc of radius 270.00' for a distance of 315.79'

Thence S 66°53' 25" E for a distance of 139.10'

Thence along and arc of radius 655.00' for a distance of 195.16'

Thence S 83°57' 42" E for a distance of 155.45'

Thence along an arc of radius 170.00' for a distance of 181.54' to a point along Cambridge Street

Thence along an arc of radius 2670.86' for a distance of 77.35' along Cambridge Street

Thence along an arc of radius 40.00' for a distance of 62.67' to a point along Wayside Road

Thence S 65°18' 49" W a distance of 11.23' along Wayside Road

Thence along an arc of radius 200.00' for a distance of 69.65' along Wayside Road

Thence S 85°16' 00" W for a distance of 148.00' along Wayside Road

Thence along an arc of radius 256.00' for a distance of 99.55' along Wayside Road

Thence S 62°59' 14" W for a distance of 208.09' along Wayside Road

Thence along an arc of radius 306.00' for a distance of 89.30' along Wayside Road

Thence S 46°16' 00" W for a distance of 545.81' along Wayside Road

Thence along an arc of radius 52.00' for a distance of 75.86' to the point of beginning,

or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to amend the Zoning Map to rezone a certain parcel of land located at 2 Wayside Road, identified on Town Assessors Map 48, Parcel 2 consisting of approximately 16 acres, from General Industrial (IG) District to General Business (BG) District, as shown on the attached plan entitled "Wayside Commons, Site Plan", prepared by Arrowstreet, dated July 6, 2004, situated in the Town of Burlington, Massachusetts, Middlesex County, bounded and described as printed in the warrant and to authorize the Board of Selectmen to accept a Covenant with respect to said land that further restricts the future development of said land.

Recommendations: Planning Board voted 6-1-0. Land Use Committee voted 4-1-0.

A motion to end debate was moved, seconded and so voted.

There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 65 IN FAVOR AND 21 OPPOSED THE MAIN MOTION CARRIED. App'd. By A.G. .Adv. Daily Times

Resolution #1 by Sherri Ellis, Pct. 3

Town Meeting requests that the Board of Selectmen specifically request of the engineer who performs the structural analysis of the Wildwood School to provide the following information:

(1) What use(s), by current codes, could the building be used for as is. Specifically knowing if it could still be used as a school and to have him/her make suggestions for it's potential future use.

Majority voted in support of the resolution.

At 10:20 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

TOWN ACCOUNTANT

The Burlington Town Accounting Office has kept busy during 2004. We are beginning the process of giving individual departments access to the financial software. Our office staff is training clerks from every department to access account balances and reports. Several departments can now view and print account information without waiting for records from the Accounting department. The next step is to train in data entry for bill paying to eliminate several layers of duplicate entry at the department level and in the accounting department. Our first centralized list of capital assets and infrastructure is being developed and maintained in the accounting department. We have taken the payroll processing in-house as part of the town wide financial software package. The new system has ended the duplicate data entry of payroll expenditures and withholding payments. A significant amount of detail can now be entered into the payroll system making reports more informative.

I am confident that we are eliminating many duplicated clerical steps while providing more detail and making financial data available more quickly for the management of the town.

The following pages are the audited financial statements of the Town of Burlington from the Fiscal Year Ended June 30, 2004.

Respectfully submitted,

Gail A. LaPointe
Town Accountant

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TOWN OF BURLINGTON, MASSACHUSETTS

***REPORT ON EXAMINATION OF
BASIC FINANCIAL STATEMENTS***

FISCAL YEAR ENDED JUNE 30, 2004

TOWN OF BURLINGTON, MASSACHUSETTS

REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

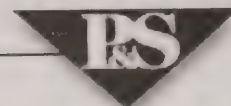
JUNE 30, 2004

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Independent Auditors' Report

To the Honorable Board of Selectmen
Town of Burlington, Massachusetts

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of and for the fiscal year ended June 30, 2004, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Burlington, Massachusetts' management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of June 30, 2004, and the respective changes in financial position and cash flows, where applicable, thereof for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 12, 2004, on our consideration of the Town of Burlington, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Management's discussion and analysis, located on the following pages, and schedule of revenues, expenditures and changes in fund balance – general fund – budgetary basis, located after the notes to the basic financial statements, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

November 12, 2004

Management's Discussion and Analysis

Management's Discussion and Analysis

As management of the Town of Burlington, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2004. We encourage readers to consider the information presented in this report in conjunction with the Town's financial statements.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town of Burlington's basic financial statements. These basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of finances in a manner similar to private sector business.

The statements of net assets presents information on all assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (i.e. uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are primarily supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, education, public works, water, sewer, human services, culture and recreation, pension benefits, employee benefits, insurance, interest and state and county charges.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on near-term inflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar info presented for governmental activities in the government-wide financial statements. By doing so readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town of Burlington adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget. The budgetary comparison statement is presented as Required Supplementary Information after the notes to the financial statements.

Proprietary funds. The Town of Burlington maintains two types of proprietary funds.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. The Town uses internal service funds to account for health insurance activities and workers compensation benefits. Because these services primarily benefit governmental rather than business-type activities, they have been included within governmental activities in the government-wide financial statements.

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses enterprise funds to account for its ice skating rink operations.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Financial Highlights. The following pages provide financial highlights of the government-wide financial statements for Fiscal Year 2004 in comparison to Fiscal Year 2003.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. The Town of Burlington's assets exceeded liabilities by \$85.4 million at the close of Fiscal 2004, a decrease of \$2.8 million from the prior year.

Net assets of \$69.0 million (81%) reflects its investment in capital assets (e.g., land, buildings, infrastructure, machinery, and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net assets totaling \$1.6 million (2%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets*, \$14.7 million (17%), may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year the Town of Burlington is able to report positive balances in all three categories of net assets, both for the Town as a whole, as well as for its separate governmental and business-type activities. The same situation held true in the prior year.

The financial analysis of the Town's governmental and business-type activities is presented on the following pages.

Governmental Activities

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. For Governmental Activities, assets exceeded liabilities by \$84.8 million at the close of FY2004.

	Governmental Activities	
	2004	2003
Assets:		
Current assets.....	\$ 27,409,994	\$ 25,346,525
Noncurrent assets (excluding capital).....	2,917,000	3,549,666
Capital assets.....	<u>85,844,126</u>	<u>86,700,985</u>
Total assets.....	<u>116,171,120</u>	<u>115,597,176</u>
Liabilities:		
Current liabilities (excluding debt).....	6,009,443	5,795,921
Noncurrent liabilities (excluding debt).....	3,085,242	1,079,000
Current debt.....	2,934,728	2,663,926
Noncurrent debt.....	<u>19,333,198</u>	<u>18,343,778</u>
Total liabilities.....	<u>31,362,611</u>	<u>27,882,625</u>
Net Assets:		
Capital assets net of related debt.....	68,661,809	68,937,093
Restricted.....	1,626,555	1,418,171
Unrestricted.....	<u>14,520,145</u>	<u>17,359,287</u>
Total net assets.....	<u>\$ 84,808,509</u>	<u>\$ 87,714,551</u>

A significant portion of the Town's net assets, \$68.7 million (81%), reflects its investment in capital assets (i.e. land, buildings, building improvements, equipment, infrastructure, land improvements, library books and vehicles) less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to pay this debt must be provided from other sources, since capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net assets, \$1.6 million (2%), represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets \$14.5 million (17%) may be used to meet the government's ongoing obligations to citizens and creditors.

The governmental activities net assets decreased by \$2.9 million during the current fiscal year. A portion of this decrease is due to the budgeted use of reserves in the general fund. This decrease is also due, in part, to a decrease in state aid, depreciation of capital assets, and an increase in pension and health care costs.

	Governmental Activities	
	2004	2003
Program revenues:		
Charges for services.....	\$ 10,476,719	\$ 10,470,902
Operating grants and contributions.....	10,598,539	10,195,698
Capital grants and contributions.....	740,731	1,028,511
General Revenues:		
Real estate and personal property taxes.....	55,506,734	52,565,540
Motor vehicle and other excise taxes.....	2,905,962	2,801,646
Nonrestricted grants.....	2,768,062	2,792,171
Unrestricted investment income.....	220,415	307,249
Other revenues.....	1,382,323	1,781,154
Total revenues.....	84,599,485	81,942,871
Expenses:		
General Government.....	3,972,810	4,236,563
Public Safety.....	11,393,829	10,489,105
Education.....	37,490,335	36,014,666
Public Works.....	7,294,621	7,685,161
Water and sewer.....	6,158,692	6,711,043
Human Services.....	1,114,399	1,067,802
Culture and recreation.....	2,986,825	3,381,333
Pension benefits.....	7,576,157	6,040,459
Employee benefits.....	7,919,328	7,179,331
Interest.....	1,014,960	1,039,603
Claims and judgments.....	-	123,657
State and county charges.....	583,571	656,250
Total expenses.....	87,505,527	84,624,973
Change in net assets.....	\$ (2,906,042)	\$ (2,682,102)

Governmental Expenses totaled \$87.5 million of which \$21.8 million was directly supported by program revenues consisting of charges for services, operating and capital grants and contributions. General Revenues totaled \$62.8 million, primarily coming from property taxes, excise taxes, and grants not restricted to specific programs.

Charges for services represent about 48% of governmental program revenues. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by Town Meeting, the Board of Selectmen, Town boards and commissions and the Town Administrator are included in this category.

Operating and capital grants and contributions account for 52% of the governmental program revenues. Most of these resources apply to education operations. These resources offset costs within the school department in addition to their general fund operating budget.

Property taxes are the most significant revenue source for the Town's governmental activities. They comprise 65% of all resources.

Other taxes comprise 4% of the governmental activity's resources.

Education is by far the largest governmental activity of the Town. A total of approximately \$37 million was expended for education, of which approximately \$7 million was funded by program revenues. The remaining \$30 million was funded by taxes and other revenue.

Public safety and employee benefits are the second and third largest activities of the Town. Approximately \$11 million and \$8 million were needed to cover their FY04 operating expenses, respectively.

Business-type Activities

For the Town's business-type activities, assets exceeded liabilities by \$563,713 at the close of FY2004.

	Business-type Activities	
	2004	2003
Assets:		
Current assets.....	\$ 236,308	\$ 205,545
Capital assets.....	1,510,126	1,570,917
Total assets.....	1,746,434	1,776,462
Liabilities:		
Current liabilities (excluding debt).....	25,199	-
Current debt.....	155,133	142,000
Noncurrent debt.....	1,002,389	1,127,000
Total liabilities.....	1,182,721	1,269,000
Net Assets:		
Capital assets net of related debt.....	352,604	301,917
Unrestricted.....	211,109	205,545
Total net assets.....	\$ 563,713	\$ 507,462

Business-type net assets of \$352,604 (63%) represent investments in capital assets net of related debt. The remaining \$211,109 (37%) is available to be used for the ongoing operation of the Town's Ice Palace Skating Rink activities.

At the end of the current fiscal year, the Town is able to report positive balances in all categories of net assets, both for the government as a whole, as well as for its separate governmental and business-type activities.

There was an increase of \$56,251 in net assets reported in connection with the Ice Palace Skating Rink business-type activities attributable to budgeting revenues sufficient to cover current operational costs and to acquire capital assets.

	Business-type Activities	
	2004	2003
Program revenues:		
Charges for services.....	\$ 731,257	\$ 710,338
General revenues:		
Unrestricted investment income.....	286	3,654
Total revenues.....	731,543	713,992
Expenses:		
Cost of services and administration.....	675,292	620,413
Total expenses.....	675,292	620,413
Change in net assets.....	\$ 56,251	\$ 93,579

Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$15 million, of which \$9 million is related to the general fund and \$6 million is related to nonmajor governmental funds. Within the nonmajor funds, \$1.7 million is attributed to the stabilization fund, \$107 thousand is attributed to capital projects, \$3.7 million is attributed to the Town's other special revenue accounts, \$256 thousand to capital projects funds and \$395 thousand is attributed to the permanent trust funds.

The general fund is the chief operating fund of the Town of Burlington. At the end of the current fiscal year, undesignated fund balance of the general fund was \$2.7 million while total fund balance was \$9.1 million. As a measure of the general fund's liquidity, it may be useful to compare both undesignated fund balance and the total fund balance to total fund expenditures. Undesignated fund balance represents 3% of the total general fund expenditures, while total fund balance represents 11% of that same amount. Reservation of fund balance for encumbrances and continuing appropriations totaled \$1.7 million. Additionally, \$1.0 million was designated for amounts voted to be used in FY05 and \$3.4 million was designated for joint ventures relating to the Town's participation in the Northeast Solid Waste Committee.

The Town's general fund decreased \$2.4 million in fiscal 2004. A key factor in this reduction was the Town's planned use of reserves to compensate for the anticipated cutbacks in state aid and increases in pension and employee benefits costs. The Town budgeted to use \$2.1 million of reserves to balance the fiscal year 2004 budget. Actual results on a budgetary basis used only \$950 thousand. The results of the Town's water operations, which are reported in the general fund for the fund based statements, added an additional \$588 thousand decrease to the general fund. The remaining decrease is related to year-end accruals in recording revenues and expenditures.

General Fund Budgetary Highlights

The \$54,504 difference between the original budget of \$76,257,748 and the final budget of \$76,312,252 is due primarily to supplemental appropriations for the school department.

Capital Asset and Debt Administration

In conjunction with the annual operating budget the Town of Burlington annually prepares a capital budget for the upcoming fiscal year and a five year Capital Improvement Plan (CIP) that is used as a guide for future capital expenditures.

The Town has been upgraded to an "AA+" bond rating from Moody's Investors Service. The Town continues to maintain strong market access for both note and bond sales. At the end of the fiscal year the Town had total bonded debt outstanding of \$22,975,448 of which \$6,785,000 is related to school projects, \$4,200,000 is related to the water treatment facility, \$1,560,138 is related to the construction of the Town library, \$1,652,494 relates to public safety projects, \$2,800,000 relates to the Town Hall remodeling, \$2,658,260 relates to land acquisition, and \$1,157,522 relates to the Ice Palace, leaving a balance of \$2,162,034 for other CIP related projects. The entire amount is classified as general obligation debt and is backed by the full faith and credit of the Town. The Town has no revenue bonds outstanding, which are bonds secured solely by specific revenue sources.

The Town issued \$3,259,670 of general obligation bonds in FY2004 at an average interest rate of 3%. The bonds were issued for various capital projects. The Town also issued \$6,005,000 of general obligation refunding bonds with an average interest rate of 2.45% to refund \$5,760,000 of general obligation bonds with an average interest rate of 5%. The Town issued \$450,000 in bond anticipation notes (BANS) to fund the street lighting project. The maturity date of the BANS is August 5, 2004, which does not meet the criteria for treatment as long-term debt.

The Commonwealth of Massachusetts is obligated to provide school construction assistance for approved school projects. The assistance is paid annually to support the debt service payments over time. At June 30, 2004 the Town is scheduled to receive approximately \$3,670,000 of future reimbursements for approved construction costs.

State statutes limit the amount of general obligation debt a government entity may issue to 5% of its total equalized property valuation as determined by the Massachusetts Department of Revenue. This limit could go to 10% with approval of a state oversight board. In addition certain general obligation debt is exempt from the limit such as debt associated with school construction and many water improvement projects. The current debt limitation for the Town of Burlington is \$197,299,269, which is significantly in excess of the Town's outstanding general obligation debt that is subject to this limit.

Please refer to the notes to the financial statements for further discussion of the major capital and debt activity.

Requests for Information

This financial report is designed to provide a general overview of the Town of Burlington's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town Accountant, 29 Center Street, Burlington, MA 01803.

Basic Financial Statements

Town of Burlington

STATEMENT OF NET ASSETS

JUNE 30, 2004

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and short-term investments.....	\$ 17,709,797	\$ 187,214	\$ 17,897,011
Investments.....	1,869,301	49,094	1,918,395
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	860,072	-	860,072
Real estate tax deferrals.....	73,189	-	73,189
Tax liens.....	579,419	-	579,419
Motor vehicle excise taxes.....	183,692	-	183,692
Water and sewer fees.....	1,625,138	-	1,625,138
Departmental and other.....	179,145	-	179,145
Intergovernmental.....	641,000	-	641,000
Investment in joint venture.....	3,440,283	-	3,440,283
Prepaid expenses.....	155,039	-	155,039
Tax foreclosures.....	93,919	-	93,919
NONCURRENT:			
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	2,917,000	-	2,917,000
Capital assets, net of accumulated depreciation:			
Depreciable.....	67,638,313	1,005,126	68,643,439
Nondepreciable.....	18,205,813	505,000	18,710,813
TOTAL ASSETS.....	116,171,120	1,746,434	117,917,554
LIABILITIES			
CURRENT:			
Warrants payable.....	2,847,244	-	2,847,244
Accrued payroll.....	1,497,143	-	1,497,143
Tax refunds payable.....	623,000	-	623,000
Accrued interest.....	362,527	25,199	387,726
Other liabilities.....	813,952	-	813,952
Capital lease obligations.....	139,305	-	139,305
Compensated absences.....	1,538,000	-	1,538,000
Workers' compensation.....	95,000	-	95,000
Bonds and notes payable.....	2,934,728	155,133	3,089,861
NONCURRENT:			
Capital lease obligations.....	150,514	-	150,514
Compensated absences.....	1,028,000	-	1,028,000
Bonds and notes payable.....	19,333,198	1,002,389	20,335,587
TOTAL LIABILITIES.....	31,362,611	1,182,721	32,545,332
NET ASSETS			
Invested in capital assets, net of related debt.....	68,661,809	352,604	69,014,413
Restricted for:			
Permanent funds:			
Expendable.....	38,981	-	38,981
Nonexpendable.....	356,380	-	356,380
Other purposes.....	1,231,194	-	1,231,194
Unrestricted.....	14,520,145	211,109	14,731,254
TOTAL NET ASSETS.....	\$ 84,808,509	\$ 563,713	\$ 85,372,222

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2004

	Program Revenues				
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue
Primary Government:					
Governmental Activities:					
General government.....	\$ 3,972,810	\$ 1,223,703	\$ 466,666	\$ -	\$ (2,282,441)
Public safety.....	11,393,829	1,340,094	411,845	726,285	(8,915,605)
Education.....	37,490,335	1,649,082	4,920,133	-	(30,921,120)
Public works.....	7,294,621	360,250	167,073	14,446	(6,752,852)
Water and sewer.....	6,158,692	4,718,698	-	-	(1,439,994)
Human services.....	1,114,399	77,099	60,461	-	(976,839)
Culture and recreation.....	2,986,825	845,020	25,464	-	(2,116,341)
Pension benefits.....	7,576,157	-	4,546,897	-	(3,029,260)
Employee benefits and insurance.....	7,919,328	262,773	-	-	(7,656,555)
Interest.....	1,014,960	-	-	-	(1,014,960)
State and county charges.....	583,571	-	-	-	(583,571)
Total Governmental Activities.....	87,505,527	10,476,719	10,598,539	740,731	(65,689,538)
Business-Type Activities:					
Ice Palace.....	675,292	731,257	-	-	55,965
Total Primary Government.....	\$ 88,180,819	\$ 11,207,976	\$ 10,598,539	\$ 740,731	\$ (65,633,573)

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES (Continued)

FISCAL YEAR ENDED JUNE 30, 2004

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net assets:			
Net (expense) revenue from previous page.....	\$ (65,689,538)	\$ 55,965	\$ (65,633,573)
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	55,506,734	-	55,506,734
Tax liens.....	93,219	-	93,219
Motor vehicle and other excise taxes.....	2,905,962	-	2,905,962
Hotel/motel tax.....	903,362	-	903,362
Penalties and interest on taxes.....	309,632	-	309,632
Payments in lieu of taxes.....	32,554	-	32,554
Grants and contributions not restricted to specific programs.....	2,768,062	-	2,768,062
Unrestricted investment income.....	220,415	286	220,701
Miscellaneous.....	43,556	-	43,556
Total general revenues and transfers.....	62,783,496	286	62,783,782
 Change in net assets.....	 (2,906,042)	 56,251	 (2,849,791)
<i>Net Assets:</i>			
Beginning of year.....	87,714,551	507,462	88,222,013
 End of year.....	 \$ 84,808,509	 \$ 563,713	 \$ 85,372,222

(Concluded)

2004 Annual Report

GOVERNMENTAL FUNDS BALANCE SHEET

JUNE 30, 2004

	General	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS			
Cash and short-term investments.....	\$ 9,371,569	\$ 6,227,189	\$ 15,598,758
Investments.....	196,376	1,672,925	1,869,301
Real estate and personal property taxes.....	860,072	-	860,072
Real estate tax deferrals.....	73,189	-	73,189
Tax liens.....	579,419	-	579,419
Motor vehicle excise taxes.....	183,692	-	183,692
Water fees.....	122,200	-	122,200
Sewer fees.....	205,781	-	205,781
Departmental and other.....	179,145	-	179,145
Intergovernmental.....	3,086,000	472,000	3,558,000
Investment in joint venture.....	3,440,283	-	3,440,283
Prepaid expenses.....	155,039	-	155,039
Tax foreclosures.....	93,919	-	93,919
TOTAL ASSETS.....	\$ 18,546,684	\$ 8,372,114	\$ 26,918,798
LIABILITIES AND FUND BALANCES			
LIABILITIES:			
Warrants payable.....	\$ 1,459,272	\$ 1,387,972	\$ 2,847,244
Accrued payroll.....	1,497,143	-	1,497,143
Tax refunds payable.....	623,000	-	623,000
Other liabilities.....	813,952	-	813,952
Deferred revenues.....	5,232,503	446,063	5,678,566
Notes payable.....	-	450,000	450,000
TOTAL LIABILITIES.....	9,625,870	2,284,035	11,909,905
FUND BALANCES:			
Reserved for:			
Encumbrances and continuing appropriations.....	1,745,782	-	1,745,782
Stabilization.....	-	1,696,498	1,696,498
Perpetual permanent funds.....	-	356,380	356,380
Unreserved:			
Designated for investment in joint venture.....	3,440,283	-	3,440,283
Designated for subsequent year's expenditures.....	1,000,000	-	1,000,000
Undesignated, reported in:			
General fund.....	2,734,749	-	2,734,749
Special revenue funds.....	-	3,740,067	3,740,067
Capital projects funds.....	-	256,153	256,153
Permanent funds.....	-	38,981	38,981
TOTAL FUND BALANCES.....	8,920,814	6,088,079	15,008,893
TOTAL LIABILITIES AND FUND BALANCES.....	\$ 18,546,684	\$ 8,372,114	\$ 26,918,798

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET ASSETS**

FISCAL YEAR ENDED JUNE 30, 2004

Total governmental fund balances.....	\$ 15,008,893
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	85,844,126
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	5,678,566
Unbilled water and sewer as of June 30, 2004.....	1,297,157
Internal service funds are used by management to account for retirees' health insurance and workers' compensation activities.	
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net assets.....	2,111,039
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(362,527)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds and notes payable.....	(21,817,926)
Capital lease obligations.....	(289,819)
Workers compensation.....	(95,000)
Compensated absences.....	(2,566,000)
Net effect of reporting long-term liabilities.....	<u>(24,768,745)</u>
Net assets of governmental activities.....	<u>\$ 84,808,509</u>

See notes to basic financial statements.

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GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2004

	General	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES			
Real estate and personal property taxes, net of tax refunds..	\$ 55,346,493	\$ -	\$ 55,346,493
Tax liens	71,318	-	71,318
Motor vehicle excise taxes	2,915,542	-	2,915,542
Hotel/motel tax	903,362	-	903,362
Charges for services	349,326	-	349,326
Water and sewer charges	4,722,857	-	4,722,857
Penalties and interest on taxes..	309,632	-	309,632
Fees and rentals	203,867	-	203,867
Payments in lieu of taxes..	32,554	-	32,554
Licenses and permits	925,605	-	925,605
Intergovernmental	11,364,854	3,191,606	14,556,460
Departmental and other.	701,444	3,301,284	4,002,728
Contributions	-	914	914
Investment income	139,124	64,378	203,502
TOTAL REVENUES	77,985,978	6,558,182	84,544,160
EXPENDITURES			
Current:			
General government	3,296,262	447,992	3,744,254
Public safety	10,292,034	1,136,315	11,428,349
Education	33,296,316	4,539,459	37,835,775
Public works	5,546,216	1,115,259	6,661,475
Water and sewer	2,744,328	-	2,744,328
MWRA assessment	3,200,076	-	3,200,076
Human services	1,075,776	50,292	1,126,068
Culture and recreation	2,179,507	860,490	3,039,997
Pension benefits.	7,576,157	-	7,576,157
Employee benefits and insurance.	7,686,825	-	7,686,825
State and county charges	583,571	-	583,571
Debt service:			
Principal	2,063,926	-	2,063,926
Interest.....	992,908	-	992,908
TOTAL EXPENDITURES	80,533,902	8,149,807	88,683,709
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(2,547,924)	(1,591,625)	(4,139,549)
OTHER FINANCING SOURCES (USES)			
Proceeds from bonds and notes	-	3,259,670	3,259,670
Proceeds from refunding bonds.	5,692,478	-	5,692,478
Premium from issuance of bonds	49,428	-	49,428
Discount from issuance of refunding bonds	(56,178)	-	(56,178)
Bond issuance costs	(32,873)	-	(32,873)
Payments to retire bonds	(5,478,000)	-	(5,478,000)
Capital lease financing	446,489	-	446,489
Transfers in	32,000	574,000	606,000
Transfers out	(574,000)	(32,000)	(606,000)
TOTAL OTHER FINANCING SOURCES (USES)	79,344	3,801,670	3,881,014
NET CHANGE IN FUND BALANCES	(2,468,580)	2,210,045	(258,535)
FUND BALANCES AT BEGINNING OF YEAR	11,389,394	3,878,034	15,267,428
FUND BALANCES AT END OF YEAR	\$ 8,920,814	\$ 6,088,079	\$ 15,008,893

See notes to basic financial statements

Town of Burlington

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2004

Net change in fund balances - total governmental funds.....	\$ (258,535)
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>	
Capital outlay.....	2,840,316
Depreciation expense.....	<u>(3,697,175)</u>
Net effect of reporting capital assets.....	<u>(856,859)</u>
<p>Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue.....</p>	
	(295,166)
Change in the unbilled water and sewer receivables.....	70,786
<p>The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.</p>	
Proceeds from bonds and notes.....	(8,952,148)
Debt service principal payments.....	<u>7,541,926</u>
Net effect of reporting long-term debt.....	<u>(1,410,222)</u>
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>	
Net change in compensated absences accrual.....	12,000
Net change in accrued interest on long-term debt.....	17,571
Net change in workers compensation.....	57,000
Net change in capital lease obligations.....	<u>(289,819)</u>
Net effect of recording long-term liabilities and amortizing deferred losses.....	(203,248)
<p>Internal service funds are used by management to account for health insurance and workers' compensation activities.</p>	
The net activity of internal service funds is reported with Governmental Activities.....	<u>47,202</u>
Change in net assets of governmental activities.....	<u>\$ (2,906,042)</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET ASSETS

JUNE 30, 2004

	Business-type Activities Enterprise Funds		Governmental Activities - Internal Service Funds	
	Ice Palace Enterprise			
ASSETS				
CURRENT:				
Cash and short-term investments.....	\$	187,214	\$	2,111,039
Investments.....		49,094		-
Total current assets.....		236,308		2,111,039
NONCURRENT:				
Capital assets, net of accumulated depreciation:				
Depreciable.....		1,005,126		-
Nondepreciable.....		505,000		-
Total noncurrent assets.....		1,510,126		-
TOTAL ASSETS.....		1,746,434		2,111,039
LIABILITIES				
CURRENT:				
Accrued interest.....		25,199		-
Bonds and notes payable.....		155,133		-
Total current liabilities.....		180,332		-
NONCURRENT:				
Bonds and notes payable.....		1,002,389		-
TOTAL LIABILITIES.....		1,182,721		-
NET ASSETS				
Invested in capital assets, net of related debt.....		(152,396)		-
Unrestricted.....		716,109		2,111,039
TOTAL NET ASSETS.....	\$	563,713	\$	2,111,039

See notes to basic financial statements.

PROPRIETARY FUNDS

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2004

	Business-type Activities <u>Enterprise Funds</u>	Governmental Activities - Internal Service <u>Funds</u>
	Ice Palace Enterprise	
OPERATING REVENUES:		
Employee contributions	\$ -	\$ 262,773
Employer contributions	-	878,681
Charges for services	<u>731,257</u>	<u>-</u>
 TOTAL OPERATING REVENUES	 <u>731,257</u>	 <u>1,141,454</u>
OPERATING EXPENSES:		
Cost of services and administration	493,197	-
Depreciation.....	60,791	-
Employee benefits	<u>-</u>	<u>1,111,184</u>
 TOTAL OPERATING EXPENSES	 <u>553,988</u>	 <u>1,111,184</u>
 OPERATING INCOME (LOSS).....	 <u>177,269</u>	 <u>30,270</u>
NONOPERATING REVENUES (EXPENSES):		
Investment income.....	286	16,932
Interest expense.....	(116,523)	-
Bond issuance costs.....	<u>(4,781)</u>	<u>-</u>
 TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	 <u>(121,018)</u>	 <u>16,932</u>
 CHANGE IN NET ASSETS.....	 56,251	47,202
 NET ASSETS AT BEGINNING OF YEAR.....	 <u>507,462</u>	 <u>2,063,837</u>
 NET ASSETS AT END OF YEAR.....	 <u>\$ 563,713</u>	 <u>\$ 2,111,039</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2004

	Business-type Activities - Ice Palace Enterprise	Governmental Activities - Internal Service Funds
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>		
Receipts from customers and users.....	\$ 731,257	\$ -
Receipts from interfund services provided.....	-	1,141,454
Payments to vendors.....	(310,652)	-
Payments to employees.....	(182,545)	-
Payments for interfund services used.....	-	(162,784)
NET CASH FROM OPERATING ACTIVITIES.....	238,060	978,670
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>		
Proceeds from the issuance of bonds and notes.....	30,522	-
Bond issuance costs.....	(4,781)	-
Principal payments on bonds and notes.....	(142,000)	-
Interest expense.....	(91,324)	-
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(207,583)	-
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>		
Purchase of investments.....	(49,094)	-
Investment income.....	286	16,932
NET CASH FROM INVESTING ACTIVITIES.....	(48,808)	16,932
NET CHANGE IN CASH AND SHORT-TERM INVESTMENTS.....	(18,331)	995,602
CASH AND SHORT-TERM INVESTMENTS AT BEGINNING OF YEAR.....	205,545	1,115,437
CASH AND SHORT-TERM INVESTMENTS AT END OF YEAR.....	\$ 187,214	\$ 2,111,039
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u>		
Operating income (loss).....	\$ 177,269	\$ 30,270
Adjustments to reconcile operating income (loss) to net cash from operating activities:		
Depreciation.....	60,791	-
Changes in assets and liabilities:		
Working capital deposit.....	-	948,400
Total adjustments.....	60,791	948,400
NET CASH FROM OPERATING ACTIVITIES.....	\$ 238,060	\$ 978,670

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2004

	Private Purpose Trust Funds	Agency Funds
ASSETS		
CURRENT:		
Cash and short-term investments.....	\$ 467,961	\$ 361,289
Investments.....	703,906	-
Receivables, net of allowance for uncollectibles:		
Departmental and other.....	-	152,561
TOTAL ASSETS.....	<u>1,171,867</u>	<u>513,850</u>
LIABILITIES		
Warrants payable.....	-	1,574
Liabilities due depositors.....	-	359,715
Deferred revenue.....	-	152,561
TOTAL LIABILITIES.....	<u>-</u>	<u>513,850</u>
NET ASSETS		
Held in trust for other purposes.....	<u>\$ 1,171,867</u>	<u>\$ -</u>

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2004

	Private Purpose Trust Funds
<u>ADDITIONS:</u>	
Contributions.....	\$ 234,188
Net investment income (loss):	
Interest.....	<u>24,482</u>
TOTAL ADDITIONS.....	<u>258,670</u>
<u>DEDUCTIONS:</u>	
Educational scholarships.....	<u>213,048</u>
CHANGE IN NET ASSETS.....	45,622
NET ASSETS AT BEGINNING OF YEAR.....	<u>1,126,245</u>
NET ASSETS AT END OF YEAR.....	<u>\$ 1,171,867</u>

See notes to basic financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Burlington, Massachusetts (Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

The Town of Burlington, Massachusetts is a municipal corporation that is governed by an elected Board of Selectmen. As required by GAAP, these basic financial statements present the government and its component units, entities for which the Town is considered to be financially accountable.

For financial reporting purposes, the Town has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. The Town has no Component Units that require inclusion in these basic financial statements.

Joint Venture – The Town is a member of the North East Solid Waste Committee (NESWC), a joint venture with 23 communities, organized to represent its members in all matters related with solid waste disposal at a regional waste-to-energy facility located in North Andover, Massachusetts. In accordance with a depository agreement, NESWC was granted control over various funds received from contractual communities. As of June 30, 2004, the Town's equity interest of approximately \$3,440,000 in the operation of NESWC is reported in the General Fund. Complete financial statements for NESWC can be obtained directly from their administrative office located at 3 Burlington Woods Park, Burlington, Massachusetts, 01803.

B. Government-Wide and Fund Financial Statements***Government-Wide Financial Statements***

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation*Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues. For the most part, the effect of interfund activity has been removed from the government-wide financial statements. Exceptions are charges between the general fund and Ice Palace Enterprise Fund. Elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental fund is reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for the proceeds of specific revenue sources (other than permanent funds or capital projects funds) that are restricted by law or administrative action to expenditures for specified purposes.

The *capital projects fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Enterprise and Trust Funds).

The *permanent fund* and *perpetual permanent fund* are used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The *Ice Palace enterprise fund*, which is used to account for the Town's skating rink activities, is reported as a major proprietary fund.

Additionally, the following proprietary fund type is reported:

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. The Town accounts for its risk financing activities related to health insurance and workers compensation in the internal service fund.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.

The *agency fund* is used to account for assets held in a purely custodial capacity.

Government-Wide and Fund Financial Statements

For the government-wide financial statements, and proprietary and fiduciary fund accounting, all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or prior to November 30, 1989, are applied, unless those pronouncements conflict with or contradict GASB pronouncements.

D. Cash and Investments

Government-Wide and Fund Financial Statements

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

E. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed by the last day in September following the last billing cycle on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the fiscal year they are processed. Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

Water and Sewer

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed in December of every year and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the fiscal year of the levy.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Departmental and Other

Departmental and other receivables consist primarily of police and fire details and are recorded as receivables in the fiscal year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

F. Inventories***Government-Wide and Fund Financial Statements***

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2004

G. Capital Assets*Government-Wide and Proprietary Fund Financial Statements*

Capital assets, which include land, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements, and the proprietary fund financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$5,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

Capital Asset Type	Estimated Useful Life (in years)
Buildings.....	40
Building improvements.....	20-40
Equipment.....	5-10
Infrastructure.....	20-50
Land improvements.....	20
Library books.....	10
Vehicles.....	5-20

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Governmental Fund Financial Statements

Capital asset costs are recorded as expenditures in the acquiring fund in the fiscal year of the purchase.

H. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transactions of a buyer/seller nature between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net assets as "internal balances".

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

I. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

Government-Wide Financial Statements

Transfers between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

Fund Financial Statements

Transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

J. Deferred Revenue

Deferred revenue at the governmental fund financial statement level represents billed receivables that do not meet the available criterion in accordance with the current financial resources measurement focus and the modified accrual basis of accounting. Deferred revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

K. Net Assets and Fund Equity*Government-Wide Financial Statements (Net Assets)*

Net assets are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net assets have been "restricted for" the following:

"Permanent funds - expendable" represents amounts held in trust for which the expenditures are restricted by various trust agreements.

"Permanent funds - nonexpendable" represents amounts held in trust for which only investment earnings may be expended.

"Other purposes" represents restrictions placed on assets from outside parties such as state and federal grants.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2004

Fund Financial Statements (Fund Balances)

Fund balances are reserved for amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use. Designations of fund balance represent tentative management plans that are subject to change.

Fund balances have been "reserved for" the following:

"Encumbrances and continuing appropriations" represents amounts obligated under purchase orders, contracts and other commitments for expenditures that are being carried over to the ensuing fiscal year.

"Stabilization" represents amounts internally set aside in a stabilization fund.

"Perpetual permanent funds" represents amounts held in trust for which only investment earnings may be expended.

Fund balances have been "designated for" the following:

"Investment in joint venture" represents the Town's equity interest in NESWC.

"Subsequent year's expenditures" represents amounts appropriated for the fiscal year 2005 operating budget.

L. Long-term debt

Government-Wide and Proprietary Fund Financial Statements

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net assets. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

M. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

N. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

O. Post Retirement Benefits

Government-Wide and Fund Financial Statements

In addition to providing pension benefits, health insurance coverage is provided for retired employees and their survivors in accordance with MGL, Chapter 32, on a pay-as-you-go basis. The cost of providing health insurance is recognized by recording the employer's share of insurance premiums in the general fund in the fiscal year paid. For the fiscal year ended June 30, 2004, this expense/expenditure totaled approximately \$1,918,000. There were approximately 499 participants eligible to receive benefits at June 30, 2004.

P. Use of Estimates

Government-Wide and Fund Financial Statements

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

Q. Total Column

Government-Wide Financial Statements

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 - CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Short-term Investments". The deposits and investments of the trust funds are held separately from those of other funds.

Statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2004

Pool (the Pool). In addition, there are various restrictions limiting the amount and length of deposits and investments.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Short-term investments and investments are classified as to collateral risk into the following three categories:

- Category 1: Insured or registered, or securities held by the Town or its agent in the Town's name.
- Category 2: Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Town's name.
- Category 3: Uninsured and unregistered, with securities held by the counterparty, or its trust department or agent but not in the Town's name.

At fiscal year-end, the carrying amount of deposits totaled \$15,238,736 and the bank balance totaled \$15,824,839. Of the bank balance, \$625,054 was covered by Federal Depository Insurance, \$2,023,367 was covered by the Depositors Insurance Fund, and \$13,176,418 was uninsured and uncollateralized.

The following details the carrying amount of cash, short-term investments and investments as reported in the basic financial statements at June 30, 2004:

	Cash and Short-term Investments	Investments	Total
<i>Cash balances at June 30, 2004:</i>			
Checking, savings and NOW accounts.....	\$ 10,369,132	\$ -	\$ 10,836,159
Certificates of deposit.....	2,480,228	-	2,480,228
Money market deposits.....	2,389,375	-	2,389,375
Total carrying amount of cash.....	15,238,735	-	15,705,762
<i>Investments not subject to categorization:</i>			
MMDT.....	2,225,422	-	2,225,422
Money market mutual funds.....	1,064,582	-	1,064,582
<i>Investments subject to categorization (Category 3):</i>			
U.S. government securities.....	-	1,894,095	1,894,095
Equity securities.....	-	603,738	603,738
Fixed income securities.....	-	124,468	124,468
Repurchase agreements.....	197,521	-	197,521
Total investments.....	3,487,525	2,622,301	6,109,826
Total cash, short-term investments and investments.....	\$ 18,726,260	\$ 2,622,301	\$ 21,348,561

NOTE 3 - PENSION PLAN

Plan Description - The Town contributes to the Middlesex Retirement System (the System), a cost-sharing multiple-employer defined benefit pension plan administered by the Middlesex Retirement Board. Substantially all employees are members of the System, except for public school teachers and certain administrators who are members of the Massachusetts Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled approximately \$4,547,000 for the fiscal year ended June 30, 2004, and, accordingly, are reported in the general fund as intergovernmental revenues and pension expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Middlesex Retirement Board and are borne by the System. The System issues a publicly available unaudited financial report in accordance with guidelines established by the Commonwealth's PERAC. That report may be obtained by contacting the System located at 25 Linnell Circle, Billerica, Massachusetts, 01821.

Funding Policy - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. The Town's contributions to the System for the fiscal years ended June 30, 2004, 2003, and 2002 were \$2,750,499, \$2,178,459, and \$2,363,113, respectively, which equaled its required contribution for each fiscal year.

NOTE 4 - RECEIVABLES

At June 30, 2004, receivables for the individual major governmental funds and nonmajor, internal service, and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables and other assets:</u>			
Real estate and personal property taxes.....	\$ 999,072	\$ (139,000)	\$ 860,072
Real estate tax deferrals.....	73,189	-	73,189
Tax liens.....	579,419	-	579,419
Motor vehicle excise taxes.....	343,692	(160,000)	183,692
Water and sewer fees.....	327,981	-	327,981
Departmental and other.....	377,145	(198,000)	179,145
Intergovernmental.....	3,558,000	-	3,558,000
Tax foreclosures.....	93,919	-	93,919
 Total.....	 \$ 6,352,417	 \$ (497,000)	 \$ 5,855,417

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the various components of *deferred revenue* reported in the governmental funds were as follows:

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2004

	General Fund	Other Governmental Funds	Total
<u>Receivable and other asset type:</u>			
Real estate and personal property taxes.....	\$ 709,158	\$ -	\$ 709,158
Real estate tax deferrals.....	73,189	-	73,189
Tax liens.....	579,419	-	579,419
Motor vehicle excise taxes.....	183,692	-	183,692
Water and sewer fees.....	327,981	-	327,981
Departmental and other.....	179,145	-	179,145
Intergovernmental.....	3,086,000	446,063	3,532,063
Tax foreclosures.....	93,919	-	93,919
Total.....	\$ 5,232,503	\$ 446,063	\$ 5,678,566

NOTE 5 - CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2004, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 18,205,813	\$ -	\$ -	\$ 18,205,813
Construction in progress.....	-	1,176,954	-	1,176,954
Total capital assets not being depreciated.....	18,205,813	1,176,954	-	19,382,767
<u>Capital assets being depreciated:</u>				
Land improvements.....	2,026,240	109,403	-	2,135,643
Buildings.....	30,663,577	-	-	30,663,577
Building improvements.....	19,662,002	180,962	-	19,842,964
Equipment.....	2,807,383	846,654	-	3,654,037
Vehicles.....	4,250,831	462,816	(43,753)	4,669,894
Infrastructure.....	83,503,442	63,527	-	83,566,969
Total capital assets being depreciated.....	142,913,475	1,663,362	(43,753)	144,533,084
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(954,960)	(77,514)	-	(1,032,474)
Buildings.....	(24,105,375)	(658,833)	-	(24,764,208)
Building improvements.....	(3,722,156)	(615,831)	-	(4,337,987)
Equipment.....	(1,595,715)	(256,727)	-	(1,852,442)
Vehicles.....	(2,493,256)	(294,751)	43,753	(2,744,254)
Infrastructure.....	(41,546,841)	(1,793,519)	-	(43,340,360)
Total accumulated depreciation.....	(74,418,303)	(3,697,175)	43,753	(78,071,725)
Total capital assets being depreciated, net.....	68,495,172	(2,033,813)	-	66,461,359
Total governmental activities capital assets, net.....	\$ 86,700,985	\$ (856,859)	\$ -	\$ 85,844,126

Business-Type Activities

	Beginning Balance	Increases	Decreases	Ending Balance
Ice Palace Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 505,000	\$ -	\$ -	\$ 505,000
<u>Capital assets being depreciated:</u>				
Buildings.....	745,000	-	-	745,000
Building improvements.....	941,571	-	-	941,571
Total capital assets being depreciated.....	1,686,571	-	-	1,686,571
<u>Less accumulated depreciation for:</u>				
Buildings.....	(465,625)	(37,250)	-	(502,875)
Building improvements.....	(155,029)	(23,541)	-	(178,570)
Total accumulated depreciation.....	(620,654)	(60,791)	-	(681,445)
Total capital assets being depreciated, net.....	1,065,917	(60,791)	-	1,005,126
Total capital assets, net.....	<u>\$ 1,570,917</u>	<u>\$ (60,791)</u>	<u>\$ -</u>	<u>\$ 1,510,126</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:	
General government.....	\$ 246,454
Public safety.....	319,570
Education.....	1,001,797
Public works.....	1,255,601
Water & Sewer.....	689,382
Human services.....	3,331
Culture and recreation.....	181,040
Total depreciation expense - governmental activities.....	<u>\$ 3,697,175</u>
Business-Type Activities:	
Ice Palace.....	<u>\$ 60,791</u>

NOTE 6 - INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

Interfund transfers for the fiscal year ended June 30, 2004, are summarized as follows:

Transfers Out:	Transfers In:		
	General Fund	Nonmajor Governmental Funds	Total
General Fund.....	\$ -	\$ 574,000	\$ 574,000
Nonmajor Governmental Funds.....	32,000	-	32,000
Total.....	\$ 32,000	\$ 574,000	\$ 606,000

NOTE 7 - LEASES

Capital Leases

The Town has entered into a lease agreement to finance the acquisition of school equipment. The lease agreements qualify as a capital leases for accounting purposes and, therefore, have been recorded at the present value of their future minimum lease payments as of the inception date. The following identifies the assets acquired through capital lease agreements:

ASSETS ACQUIRED THROUGH CAPITAL LEASES:

Asset:	Governmental Activities
Machinery and equipment.....	\$ 446,489
Less: accumulated depreciation.....	(44,649)
Total.....	\$ 401,840

The future minimum lease obligations and the net present value of these minimum lease payments at June 30, 2004, are as follows:

CAPITAL LEASE FUTURE MINIMUM LEASE OBLIGATIONS:

Fiscal Years Ending June 30	Governmental Activities
2005.....	\$ 151,897
2006.....	<u>157,337</u>
Total minimum lease payments.....	309,234
Less: amounts representing interest.....	<u>(19,415)</u>
Present value of minimum lease payments.....	<u>\$ 289,819</u>

NOTE 8 - SHORT-TERM FINANCING

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund respectively.

Details related to the short-term debt activity for the fiscal year ended June 30, 2004, is as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2003	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2004
BAN	Street lighting.....	1.19	06/24/04	\$ 600,000	\$ -	\$ 600,000	\$ -
BAN	Street lighting.....	1.39	08/05/04	-	450,000	-	450,000 (1)
				<u>\$ 600,000</u>	<u>\$ 450,000</u>	<u>\$ 600,000</u>	<u>\$ 450,000</u>

(1) On August 5, 2004 the Town retired the \$450,000 BAN by paying \$150,000 from available funds and through the issuance of a new BAN totaling \$5,167,000 at a rate of 1.67%.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2004

NOTE 9 - LONG-TERM DEBT

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 2 1/2% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

Details related to the outstanding indebtedness at June 30, 2004, and the debt service requirements are as follows:

Bonds and Notes Payable Schedule – Governmental Funds

Project	Interest Rate (%)	Outstanding at June 30, 2003	Issued	Redeemed	Outstanding at June 30, 2004
Water Treatment Facility.....	4.70	4,500,000	-	300,000	4,200,000
Town Hall Remodeling.....	4.70	3,000,000	-	200,000	2,800,000
School Remodeling.....	4.70	875,000	-	175,000	700,000
Wyman School.....	5.90	3,665,000	-	290,000	3,375,000
Police Station Refunding.....	4.86	880,000	-	880,000	-
Police Station.....	6.17	290,000	-	145,000	145,000
Land Acquisition Refunding.....	4.86	227,000	-	227,000	-
Land Acquisition Refunding.....	4.86	3,009,000	-	3,009,000	-
Library.....	4.74	1,640,000	-	1,640,000	-
School Remodeling.....	5.43	1,800,000	-	115,000	1,685,000
Water Project.....	5.43	210,000	-	30,000	180,000
Boiler Bonds.....	5.43	70,000	-	10,000	60,000
Police/Fire Equipment.....	2.35	-	250,000	-	250,000
Water Tank.....	3.19	-	600,000	-	600,000
Police Station Repairs.....	3.19	-	350,000	-	350,000
School.....	3.19	-	400,000	-	400,000
Roads.....	3.19	-	700,000	-	700,000
Water Mains.....	3.19	-	300,000	-	300,000
Remodeling.....	3.18	-	565,000	-	565,000
Seminatore Refunding.....	2.00	-	116,586	-	116,586
Landlocked Refunding.....	2.53	-	2,658,260	-	2,658,260
Police Station Refunding.....	2.69	-	907,494	-	907,494
Library Refunding.....	2.94	-	1,560,138	-	1,560,138
MWRA Inflow/Infiltration.....	0.00	126,000	-	42,000	84,000
MWRA Inflow/Infiltration.....	0.00	115,704	-	28,926	86,778
MWRA Inflow/Infiltration.....	0.00	-	94,670	-	94,670
Total.....		\$ 20,407,704	\$ 8,502,148	\$ 7,091,926	\$ 21,817,926

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2004

Debt service requirements for principal and interest for Governmental bonds payable in future fiscal years are as follows:

Fiscal Year	Principal	Interest	Total
2005.....	\$ 2,484,728	\$ 924,568	\$ 3,409,296
2006.....	2,365,288	973,700	3,338,988
2007.....	2,295,965	888,572	3,184,537
2008.....	2,237,774	801,600	3,039,374
2009.....	2,035,094	709,845	2,744,939
2010.....	1,945,498	626,103	2,571,601
2011.....	1,453,579	504,406	1,957,985
2012.....	1,315,000	335,008	1,650,008
2013.....	1,315,000	274,191	1,589,191
2014.....	1,300,000	212,557	1,512,557
2015.....	885,000	151,840	1,036,840
2016.....	870,000	105,860	975,860
2017.....	605,000	67,798	672,798
2018.....	605,000	36,918	641,918
2019.....	105,000	5,984	110,984
	<u>\$ 21,817,926</u>	<u>\$ 6,618,950</u>	<u>\$ 28,436,876</u>

Bonds and Notes Payable Schedule – Ice Palace Enterprise Fund

Project	Interest Rate (%)	Outstanding at June 30, 2003	Issued	Redeemed	Outstanding at June 30, 2004
Ice Palace Refinance.....	4.86	\$ 739,000	\$ -	\$ 739,000	\$ -
Ice Palace.....	6.17	180,000	-	85,000	95,000
Skating Rink.....	5.43	350,000	-	50,000	300,000
Ice Palace Refunding.....	2.77	-	762,522	-	762,522
Total.....		<u>\$ 1,269,000</u>	<u>\$ 762,522</u>	<u>\$ 874,000</u>	<u>\$ 1,157,522</u>

Debt service requirements for principal and interest for the Ice Palace enterprise fund bonds and notes payable in future fiscal years are as follows:

Fiscal Year	Principal	Interest	Total
2005.....	\$ 155,133	\$ 42,815	\$ 197,948
2006.....	169,572	31,933	201,505
2007.....	171,894	27,166	199,060
2008.....	171,160	22,228	193,388
2009.....	178,840	16,700	195,540
2010.....	179,502	10,656	190,158
2011.....	131,421	4,272	135,693
	<u>\$ 1,157,522</u>	<u>\$ 155,770</u>	<u>\$ 1,313,292</u>

The Massachusetts Water Resource Authority (MWRA) operates an Infiltration/Inflow Financial Assistance Program for community owned collection systems. For each community approved for the project, financial assistance received from the MWRA consists of a grant and non-interest bearing loan. The loan portion is payable in five equal annual installments. At June 30, 2004, the outstanding principal amount of these loans totaled \$265,448.

The Commonwealth has approved school construction assistance. The assistance program, which is administered by the School Building Assistance Bureau, provides resources for future debt service of general obligation school bonds outstanding. During fiscal year 2004, approximately \$260,000 of such assistance was received. Approximately \$3,670,000 will be received in future fiscal years. Of this amount, approximately \$584,000 represents reimbursement of long-term interest costs, and approximately \$3,086,000 represents reimbursement of approved construction costs. Accordingly, a \$3,086,000 intergovernmental receivable and corresponding deferred revenue have been reported in governmental fund financial statements. The net change in deferred revenue has been recognized as revenue in the conversion to the government-wide financial statements.

Refunding Bonds

On December 1, 2004, the Town issued \$6,005,000 of general obligation refunding bonds with an average interest rate of 2.45% to refund \$5,760,000 of general obligation bonds with an average interest rate of 5%. Through this refunding, the Town has taken advantage of lower interest rates to realize a decrease in its aggregate debt service payments by approximately \$403,000 over the next 10 years. The Town also realized an economic gain (the difference between the present values of the debt service payments of the refunded and refunding bonds) of approximately \$375,000.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2004, the Town had the following authorized and unissued debt:

Purpose	Amount
Water treatment plant.....	\$ 1,600,000
School renovations.....	250,000
Street lights.....	600,000
Total.....	<u>\$ 2,450,000</u>

Changes in Long-term Liabilities

During the fiscal year ended June 30, 2004, the following changes occurred in long-term liabilities:

	Balance at June 30, 2003	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Net Increase (Decrease)	Balance at June 30, 2004	Current Portion
Governmental Funds:						
Capital lease obligations.....	\$ -	\$ -	\$ -	\$ 289,819	\$ 289,819	\$ 139,305
Compensated absences.....	2,578,000	-	-	(12,000)	2,566,000	1,538,000
Workers' compensation.....	152,000	-	-	(57,000)	95,000	95,000
Long-term bonds and notes.....	20,407,704	8,502,148	(7,091,926)	-	21,817,926	2,484,728
Total.....	\$ 23,137,704	\$ 8,502,148	\$ (7,091,926)	\$ 220,819	\$ 24,768,745	\$ 4,257,033
Business-Type Activities:						
Long-term bonds and notes.....	\$ 1,269,000	\$ 762,522	\$ (874,000)	\$ -	\$ 1,157,522	\$ 155,133

NOTE 10 - RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three fiscal years.

The Town is self-insured for approximately 10% of its health insurance and 100% of its workers' compensation activities. The self-insured health insurance activities are accounted for in the Internal Service Fund. Workers' compensation activities are accounted for in the Internal Service Fund. The approximate 90% of health insurance coverage that is premium based is accounted for in the General Fund. Liabilities, including amounts incurred but not reported, are recorded when the claim is incurred in the respective fund.

(a) *Health Insurance*

During fiscal 2003, the Town converted to premium based plan for approximately 90% of the town employees. For the remaining 10% of employees, health insurance claims are administered by a third party administrator and were funded from the Town's Internal Service Fund. Management estimates its Incurred But Not Reported (IBNR) to be immaterial at year end.

(b) *Workers' Compensation*

Workers' compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations. The Town estimates its Incurred But Not Reported (IBNR) claims based on history and injury type. At June 30, 2004, the amount of the liability for workers' compensation claims totaled \$95,000. Changes in the reported liability since July 1, 2002, are as follows:

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2004

	Balance at Beginning of Fiscal Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Fiscal Year-End
Fiscal Year 2003.....	\$ 131,000	\$ -	\$ 21,000	\$ 152,000
Fiscal Year 2004.....	152,000	56,067	(113,067)	95,000

NOTE 11 - COMMITMENTS

The Town has entered into, or is planning to enter into, contracts totaling approximately \$4,800,000 million for renovations to the school and \$1,600,000 for repairs to the Water Treatment Plant.

Under the terms of an agreement with the State Department of Environmental Management and Wheelabrator North Andover Inc. (WNAI) (formerly Massachusetts Refuse Tech, Inc.), the Town is unconditionally obligated to make certain payments for its portion of the costs using a resource recovery plant based on its projected minimum tonnage of solid waste to be disposed of at the plant. The cost to the Town under the agreement was approximately \$1,429,000 during fiscal year 2004. The facility was financed by the issuance of bonds in the amount of approximately \$197,000,000. In the event of facility failure, under circumstances in which the WNAI is not required or is unable to pay damages, the Town's indirect share of the bonds, based on the aggregate projected minimum disposal tonnage of all participating communities, would be 5.49% of the total.

NOTE 12 - CONTINGENCIES

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2004, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2004, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2004.

NOTE 13 - SUN MICROSYSTEMS AGREEMENT

The Town entered into a Tax Increment Financing Agreement (TIF) with Sun Microsystems, Inc. for the exemption of taxes on all development of property located between Middlesex Turnpike, Burlington Road and Route 3, Burlington Massachusetts in accordance with the Massachusetts Economic Development Incentive Program and Chapter 32A of the Massachusetts General Laws.

The exemption shall be for a period of twenty years commencing with fiscal year 1998 and ending with fiscal year 2017. The agreement provides an exemption from taxation on the value of all improvements on the site constructed and used for office and/or research and development purposes for each phase of the project and for the value of all personal property located on the site.

Sun Microsystems, Inc. has agreed to pay the Town the sum of \$6,000,000 to be used by the Town for the implementation of a technology plan for the Town school system and for such other purposes as the Board of Selectmen deem advisable. The sum is payable in ten equal semi-annual installments of \$600,000 each due on June 1 and January 1 of the first five years of the exemption period that began on June 1, 1997 and ended June 1, 2003. These revenues and related expenditures are recorded in the Special Revenue Fund.

NOTE 14 - IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During fiscal year 2004, the following GASB pronouncement was implemented:

The GASB issued Statement #39, *Determining Whether Certain Organizations are Component Units*, an *Amendment of GASB Statement #14*. Management has determined that no additional component units were required to be presented in the basic financial statements.

Other Future GASB Pronouncements:

The GASB issued Statement #40, *Deposit and Investment Risk Disclosures*, an *Amendment of GASB Statement #3*, which is required to be implemented during fiscal year 2005. This pronouncement will only require changes to the note disclosure.

The GASB issued Statement #42, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, which is required to be implemented in Fiscal 2006. Management does not believe that this pronouncement will significantly impact the basic financial statements.

The GASB issued Statement #43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, which is required to be implemented in Fiscal 2008. Since there is no legally established separate trust for the postemployment benefit plan this pronouncement will not impact the basic financial statements.

The GASB issued Statement #44, *Economic Condition Reporting: The Statistical Section*, which is required to be implemented in Fiscal 2006. This new GASB establishes and modifies requirements related to supplementary information presented in a statistical section. The presentation of a statistical section is not required by this pronouncement. This pronouncement will not impact the basic financial statements.

The GASB issued Statement #45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, which is required to be implemented in Fiscal 2009. Management believes this pronouncement will require additional disclosure and impact the basic financial statements.

Required Supplementary Information

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2004 Annual Report

GENERAL FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2004

	Budgeted Amounts			
	Amounts Carried forward From Prior Year	Current Year Initial Budget	Original Budget	Final Budget
REVENUES				
Real estate and personal property taxes, net of tax refunds	\$ -	\$ 55,470,747	\$ 55,470,747	\$ 55,490,834
Tax liens	-	-	-	-
Motor vehicle and other excise taxes	-	3,000,000	3,000,000	3,000,000
Hotel/motel tax	-	950,000	950,000	950,000
Charges for services	-	2,000,000	2,000,000	2,000,000
Penalties and interest on taxes	-	350,000	350,000	350,000
Fees and rentals	-	175,187	175,187	175,187
Payments in lieu of taxes	-	50,000	50,000	50,000
Licenses and permits	-	600,000	600,000	600,000
Intergovernmental	-	6,847,667	6,847,667	6,847,667
Departmental and other	-	675,000	675,000	675,000
Investment income	-	250,000	250,000	250,000
TOTAL REVENUES	-	70,368,601	70,368,601	70,388,688
EXPENDITURES				
Current				
General government	299,182	3,424,620	3,723,802	3,653,742
Public safety	135,776	10,345,273	10,481,049	10,488,049
Education	1,445,435	32,461,624	33,907,059	34,023,563
Public works	48,132	6,524,722	6,572,854	5,686,780
Water	689,134	2,057,922	2,747,056	3,436,190
Human services	69,116	1,054,107	1,123,223	1,136,223
Culture and recreation	64,172	2,172,330	2,236,502	2,241,502
Pension benefits	450,000	2,751,000	3,201,000	3,201,000
Employee benefits	714,500	7,546,010	8,260,510	8,260,510
State and county charges	-	601,693	601,693	601,693
Debt service	-	-	-	-
Principal	-	1,993,000	1,993,000	1,993,000
Interest	-	986,000	986,000	1,016,000
TOTAL EXPENDITURES	3,915,447	71,918,301	75,833,748	75,738,252
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(3,915,447)	(1,549,700)	(5,465,147)	(5,349,564)
OTHER FINANCING SOURCES (USES)				
Proceeds from refunding bonds	-	-	-	-
Premium from issuance of bonds	-	-	-	-
Payments to retire bonds	-	-	-	-
Transfers in	-	390,000	390,000	390,000
Transfers out	-	(424,000)	(424,000)	(574,000)
TOTAL OTHER FINANCING SOURCES (USES)	-	(34,000)	(34,000)	(184,000)
NET CHANGE IN FUND BALANCE	(3,915,447)	(1,583,700)	(5,499,147)	(5,533,564)
BUDGETARY FUND BALANCE, Beginning of year	9,357,594	9,357,594	9,357,594	7,900,322
BUDGETARY FUND BALANCE, End of year	\$ 5,442,147	\$ 7,773,894	\$ 3,858,447	\$ 2,366,758

See notes to required supplementary information

Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
\$ 55,740,492	\$ -	\$ 249,658
71,318	-	71,318
2,915,542	-	(84,458)
903,362	-	(46,638)
2,113,881	-	113,881
309,632	-	(40,368)
203,867	-	28,680
32,554	-	(17,446)
925,605	-	325,605
6,817,957	-	(29,710)
701,444	-	26,444
139,124	-	(110,876)
<u>70,874,778</u>	<u>-</u>	<u>486,090</u>
3,271,589	289,918	92,235
10,161,618	280,209	46,222
32,487,974	1,528,172	7,417
5,559,030	130,054	(2,304)
2,812,193	513,880	110,117
1,069,246	20,114	46,863
2,165,203	51,778	24,521
3,029,260	160,000	11,740
7,686,825	428,211	145,474
583,571	-	18,122
1,993,000	-	-
872,274	-	143,726
<u>71,691,783</u>	<u>3,402,336</u>	<u>644,133</u>
<u>(817,005)</u>	<u>(3,402,336)</u>	<u>1,130,223</u>
6,506,673	-	6,506,673
49,428	-	49,428
(6,501,880)	-	(6,501,880)
390,000	-	-
(574,000)	-	-
<u>(129,779)</u>	<u>-</u>	<u>54,221</u>
(946,784)	(3,402,336)	1,184,444
<u>7,900,322</u>	<u>-</u>	<u>-</u>
\$ <u>6,953,538</u>	\$ <u>(3,402,336)</u>	\$ <u>1,184,444</u>

NOTE A - BUDGETARY BASIS OF ACCOUNTINGA. Budgetary Information

Municipal Law requires the adoption of a balanced budget that is approved by Town Meeting. The Finance and Advisory Board presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Town Meeting approval via a supplemental appropriation or Council order.

The majority of appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year. These carry forwards are included as part of the subsequent fiscal year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by majority vote of Town Meeting.

An annual budget is adopted for the general fund in conformity with the guidelines described above. The original fiscal year 2004 approved budget authorized approximately \$76,200,000 in appropriations and other amounts to be raised. During fiscal year 2004, Town Meeting also approved supplemental appropriations totaling approximately \$54,000.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

B. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the fiscal year ended June 30, 2004, is presented below:

Notes to Required Supplementary Information

Fiscal Year Ended June 30, 2004

Net change in fund balance - budgetary basis.....	\$ (946,784)
<u>Basis of accounting differences:</u>	
Net change in recording 60 day receipts.....	(6,000)
Increase in revenue due to on-behalf payments.....	4,546,897
Net change in tax refunds payable.....	(388,000)
Perspective differences in reporting of sewer fund activities.....	(602,835)
Net change in equity interest in joint venture.....	105,742
Increase in expenditures due to on-behalf payments.....	(4,546,897)
Net change in accruals.....	<u>(630,703)</u>
Net change in fund balance - GAAP basis.....	<u>\$ (2,468,580)</u>

C. Excess of Expenditures over Appropriations

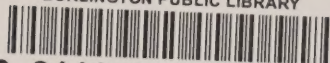
For the fiscal year ended June 30, 2004, actual expenditures exceeded appropriations for public works. This over-expenditure will be funded through available funds during fiscal year 2005.

TOWN OF BURLINGTON

DIRECTORY

Department Town of Burlington	Telephone (Area Code 781)	E-mail/Web Address
Burlington Web		www.burlington.org
Information/Connecting all Departments	270-1600	
Main Fax Number Connecting Offices	270-1608	
Accounting	270-1610	accounting@burlmass.org
Assessors	270-1650	assessor@burlmass.org
B-CAT	273-5922	bcata@burlington.mec.edu
B-Line Information	270-1965	
Board of Health		
Public Nurse	270-1957	nurse@burlmass.org
Sanitarian/Environmental Engineer	270-1954	health@burlmass.org
Building Inspector	270-1615	building@burlmass.org
Community Life Center	270-1961	bclc@burlmass.org
Conservation Commission	270-1655	conservation@burlmass.org
Council On Aging	270-1950	coa@burlmass.org
C.O.A. Lunch Line	270-1952	
Dog Pound	270-1698	aco@burlmass.org
Emergency Management Agency	270-1914	
Fire		
Emergency/Ambulance	911	
Communications for the Deaf	911	
Business	270-1925	fire@burlmass.org
Library	270-1690	library@burlmass.org
Planning Board	270-1645	planning@burlmass.org
Police		
Emergency	911	
Communications for the Deaf	911	
Business	270-1914	police@burlmass.org
Public Works	270-1670	dpw@burlmass.org
Chestnut Hill Cemetery	229-1879	
Pine Haven Cemetery	229-1879	
Central Maintenance	270-1678	
Engineering	270-1640	engineering@burlmass.org
Highway	270-1677	
Water & Sewer Utilities Division	270-1679	
Sewer Section	229-2043	
Mill Pond Water Treatment Plant	270-1680	
Vine Brook Ground Water Treatment Plant	270-1682	
Recreation		
Office	270-1695	recreation@burlmass.org
Garage	270-1697	
School Department	270-1800	www.burlington.mec.edu
Burlington High School	270-1838	
Foxhill School	270-1791	
Francis Wyman School	270-1701	
Marshall Simonds School	270-1781	
Memorial School	270-1721	
Pine Glen School	270-1712	
Selectmen	270-1630 and 270-1631	selectmen@burlmass.org
Shawsheen Regional Technical School	(978) 667-2111	www.shawsheen.tec.ma.us
State Internet Portal		www.mass.gov
Tax Collector	270-1625	tax@burlmass.org
Town Administrator	270-1635	selectmen@burlmass.org
Town Clerk	270-1660	clerk@burlmass.org
Treasurer	270-1623	treasurer@burlmass.org
Veterans Agent	270-1959	veterans@burlmass.org

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